Using MemoMaker

HEWLETT PACKARD

NELSIS
THT - EL

This manual has been written for use with your HP Touchscreen Personal Computer.

Manual Part No.
45420-90004

Preface

Welcome to MemoMaker

Hewlett-Packard's MemoMaker is a simple yet powerful word processing program that combines the simplicity of a typewriter with the speed, power, and accuracy of a computer.

Because MemoMaker is so easy to use, it is perfect for managers and other writers who don't have time to master a complex word processing system. While MemoMaker meets basic word processing needs, it is not intended for full-time writers or word processing professionals.

Using MemoMaker is like using a typewriter except that what you type shows up on your screen instead of on paper. You type in your document, make any changes you want, and then print out a perfect copy. And with MemoMaker, there are no surprises—what you see on the screen is what you get when you print. You can use underlining or boldface for emphasis; you can even justify text to have an even right margin. And you can do it all without memorizing any commands.

You can type all sorts of documents with MemoMaker, not just memos--letters, reports, proposals, outlines, and so on. You can create special formats to make tables easy to type or to use for indented quotes or with special letterhead or pre-printed forms. You can also set up your own templates, for example to print on letterhead or invoices.

How to Use This Book

We begin each chapter with a list of points of information about the task being discussed, followed by a set of instructions for doing the task. The instructions appear as a numbered list in boldface type.

You accomplish all MemoMaker tasks by using the five function key groups—Main Keys, File Keys, Block Keys, Format Keys, and Print Keys. To move between groups, you must be on the Main Keys screen. Therefore, all our instructions start and end on the Main Keys screen. If you ever get lost in the middle of an operation, just touch `MEMOMAKR Main` to return to the Main Keys screen and start over.

The Books in the MemoMaker Series

This book, *Using MemoMaker*, is your general reference guide to all the functions and features of MemoMaker.

If you are not familiar with MemoMaker, we suggest that you read *Setting You Free with MemoMaker* first. *Setting You Free* tells you about MemoMaker and gives you hands-on practice with some of the exciting MemoMaker features.

You'll also find a *Quick Reference Guide to MemoMaker* in the binder with this book. You can use the *Guide* as a handy memory-jogger to the basic MemoMaker functions. The *Guide* opens out of the binder for easy reading, or you can take it out and set it up next to your computer.

Table of Contents

Preface — **Welcome to MemoMaker**

ii How to Use This Book
iii The Books in the MemoMaker Series

Chapter 1: — **Getting Ready to Use MemoMaker**

1-1 Starting MemoMaker
1-1 If You Have a Fixed Disc
1-1 If You Have a Dual Flexible Disc Drive
1-3 Looking at a MemoMaker Screen
1-7 Using Your Touch Screen with MemoMaker
1-7 Using the Keyboard with MemoMaker
1-7 The Eight Function Keys
1-9 The Standard Typewriter Keys
1-11 Editing Keys
1-12 Cursor Control Keys
1-14 A Few Special Words We'll Be Using in MemoMaker
1-14 Leaving MemoMaker
1-15 Warnings about Taking Discs Out of the Disc Drives

Chapter 2: — **Writing with MemoMaker**

2-1 Using MemoMaker's Standard Format
2-3 Typing Your Document
2-3 Block Paragraphs vs. Indented Paragraphs
2-3 Writeover Mode
2-4 Word Wrap
2-4 Changing the Margins
2-5 Releasing and Restoring the Margins
2-6 Centering Lines
2-7 Setting Page Breaks
2-8 Moving Around in Your Document
2-8 Moving the Cursor

2-8 Scrolling Through the Document
2-9 Moving Screen by Screen
2-9 Moving Directly to the Beginning or the End of the Document
2-10 Editing Your Document
2-10 Inserting Characters (Insert Mode)
2-10 Inserting a Line
2-11 Deleting Character by Character
2-11 Deleting or Clearing a Line

Chapter 3: Naming and Saving the Document

3-2 What is a Document Name?
3-4 Creating a Directory
3-8 Naming and Saving a New Document
3-10 Naming and Saving a Revised Document
3-11 Keeping Track of Document Names
3-12 Using TEMPMEMO

Chapter 4: Getting a Document

4-1 Getting a Document When You Know its Name
4-4 Getting a Document When You Don't Know its Name

Chapter 5: Cutting Out Text, Cutting and Pasting, and Copying and Pasting within a Document

5-1 What is the Buffer?
5-2 Cutting Out a Block of Text
5-5 Cutting and Pasting a Block of Text
5-8 Copying and Pasting a Block of Text
5-12 Aligning Text

Chapter 6: Moving or Copying Text Between Documents

6-1 Moving or Copying a Block between Documents
6-3 Making a New Document from Part of an Old Document
6-4 Combining Documents

Chapter 7: Using Underline, Boldface, and Justification

7-1 Enhancing Your Text—Underlining, Boldface, and Undoing Either
7-5 Justifying (and Unjustifying) Text

Chapter 8: Printing Your Document

8-1 Checking Your Printer
8-1 Getting Ready to Print
8-2 Entering Your Printing Instructions
8-5 Printing a Document
8-5 Printing Part of a Document

Chapter 9: Copying a Document

9-1 Copying Using Copy and Paste
9-2 Copying by Resaving
9-4 Copying Using File Manager

Chapter 10: Clearing the Workspace and Deleting a Document

10-1 Clearing the Workspace
10-4 Deleting a Document

Chapter 11: Changing Formats and Creating New Formats

11-1 Changing a Format vs. Creating a New Format
11-2 Changing a Format
11-2 Changing the Margins
11-3 Releasing the Margins or Restoring the Margin Settings
11-5 Changing the Tab Stops
11-6 Changing Printing Instructions
11-7 Changing the Default Drive and Directory
11-10 Changing the Enhancement or Justification Setting
11-12 Creating a New Format
11-12 Naming and Saving Your New Format
11-15 Making a New Format into STARTUP.FMT
11-16 Getting a Format

Chapter 12: Renaming a Document or Format

Chapter 13: MemoMaker and WordStar®

13-1 MemoMaker/WordStar Comparison
13-2 Using WordStar "Documents" with MemoMaker
13-2 What is Similar?
13-3 What is Different?
13-4 WordStar Commands That Can't Be Carried Out in MemoMaker
13-5 Using WordStar "Non-Documents" with MemoMaker
13-5 Using MemoMaker Files with WordStar

Chapter 14: File Manager

14-1 How to Get to File Manager
14-2 What You Can Do in File Manager
14-3 File Manager Function Keys

Chapter 15: **Help**

Chapter 16: **Using MemoMaker Templates with Pre-Printed Forms**

16-3 Creating a Template
16-4 Getting a Template
16-4 Checking and Aligning the Template
16-6 Writing Your Document Over the Template Entries
16-6 Naming and Saving the Document

Chapter 17: **Reference Guide to the Function Labels**

Appendix A: **Default Drives and Directories**

A-2 How to Tell Which is the Default Drive and Directory
A-3 Changing the Default Drive and Directory

Appendix B: **Error Messages**

Appendix C: **Escape Sequences**

Appendix D: **Printers You Can Use with MemoMaker**

1 Getting Ready to Use MemoMaker

Starting MemoMaker

To begin using MemoMaker, you have to bring up the P.A.M. screen (P.A.M. = Personal Applications Manager) that has MemoMaker as one of the choices. Here's how you do that.

If You Have a Fixed Disc

MemoMaker must already be installed on your fixed disc. If it isn't, see *Using Your HP Touchscreen Personal Computer* for instructions on installing applications.

1. Make sure the disc drive is on.
2. Turn on the computer.

 You will get P.A.M. with MemoMaker as one of the choices.
3. Highlight the MemoMaker box: Touch `MemoMaker` ; or press [Tab] until the arrow is over `MemoMaker` , then press [Select] .
4. Touch `Start Applic`

If You Have a Dual Flexible Disc Drive

If you have double-sided discs and want to keep your workfiles on your MemoMaker disc, you can follow these steps:

1. Make sure the disc drive is on.
2. Put the system disc in the left-hand drive (Drive A).
3. Put the MemoMaker application disc in the right-hand drive (Drive B).
4. Turn on the computer.

 You will get P.A.M. with MemoMaker as one of the choices.

5. Highlight the MemoMaker box: Touch `MemoMaker` ; or press Tab until the arrow is over `MemoMaker` , then press Select .
6. Touch `Start Applic` .

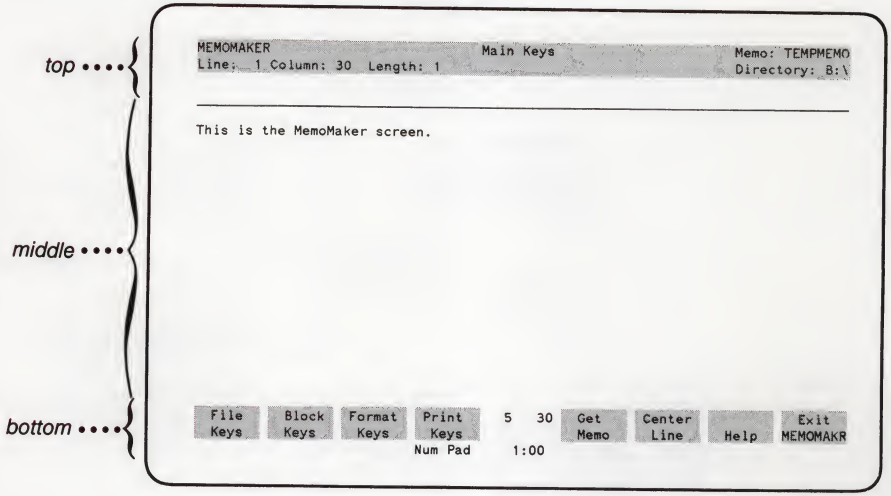
If you have single-sided discs or if you want to put your documents on a separate work disc, follow these steps:

1. Make sure the disc drive is on.
2. Put the system disc in the left-hand drive (Drive A).
3. Turn on the computer.
4. When the computer shows P.A.M., remove the system disc.
5. Put the MemoMaker application disc in the left-hand drive (Drive A).
6. Put a formatted work disc (one with your documents on it or on which you want to put your documents) in the right-hand drive (Drive B).
7. Touch `Reread Discs` .
8. When P.A.M. brings you the P.A.M. screen again, `MemoMaker-A` will be highlighted. Touch `Start Applic` .

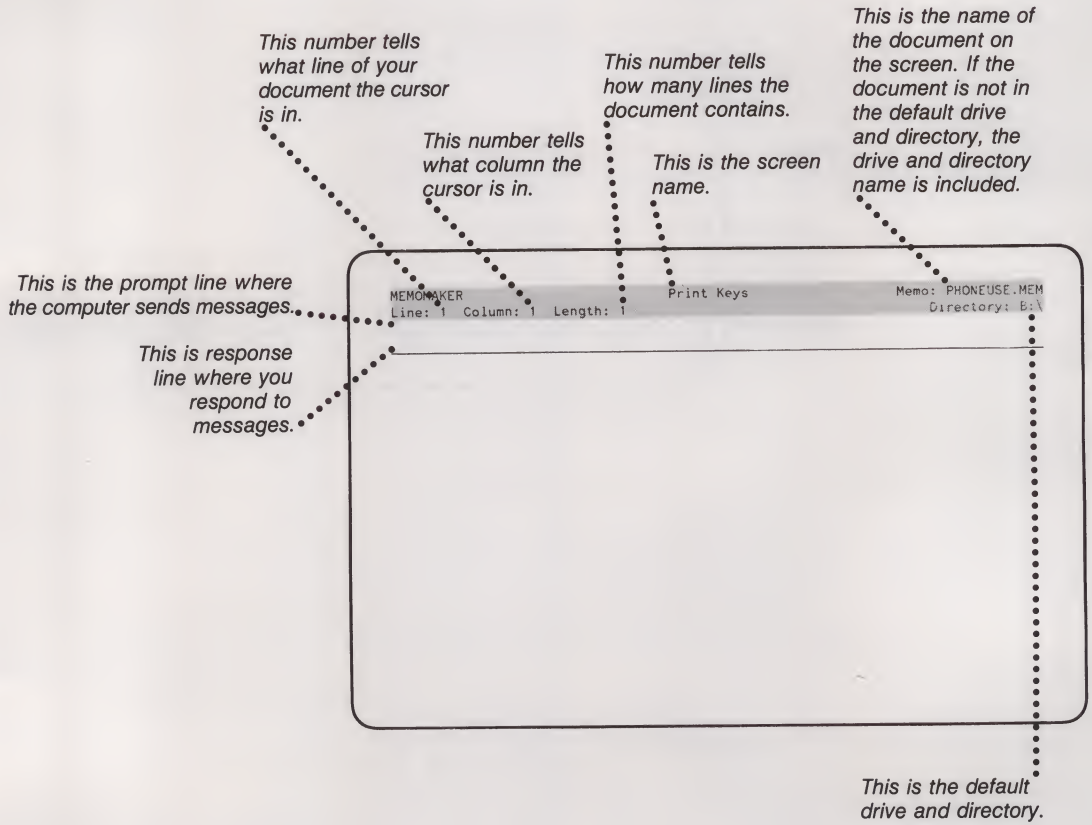
You can arrange to have MemoMaker come up automatically, bypassing P.A.M. See the instructions in *Using Your HP Touchscreen Personal Computer* on setting an application to start automatically (autostart).

Looking at a MemoMaker Screen

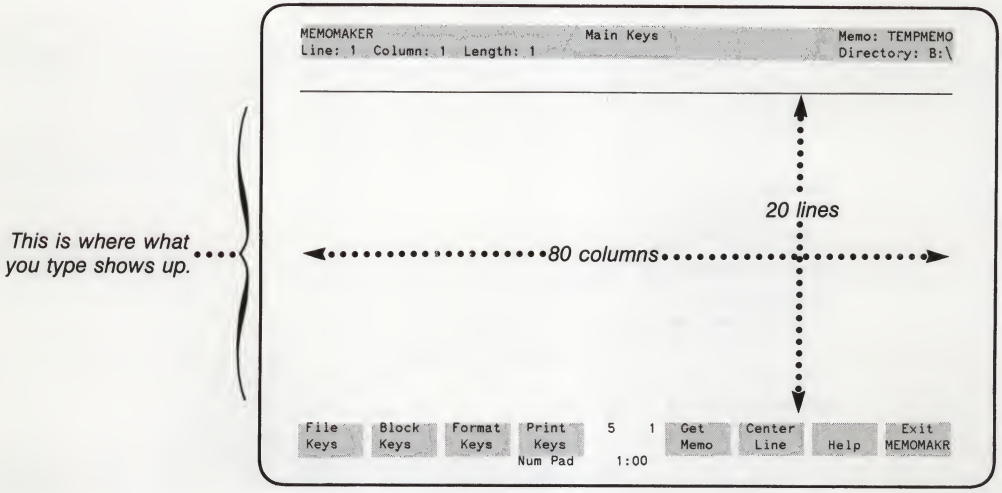
There are three parts to each MemoMaker screen.



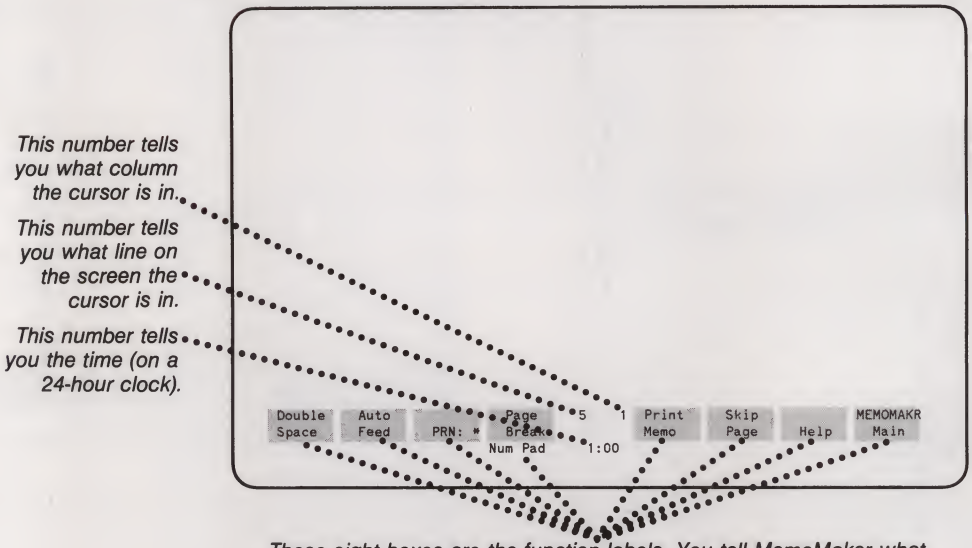
When you first start up MemoMaker, the initial screen has the version number of the software and the copyright date on the top line of the screen. Once you begin to work in MemoMaker, the top of the screen shows: the screen name, the name of the document on the screen, the default drive and directory, what line and column of the document the cursor is in, how long the document is, a line for the computer to send you messages and one for you to respond.



In the middle is where what you type appears on the screen. (It's blank when you first start MemoMaker.)



The boxes along the bottom of the screen are the function labels. You tell the computer what you want to do just by touching the appropriate function label.



These eight boxes are the function labels. You tell MemoMaker what task to do by touching the appropriate function label. The tasks change from screen to screen. The function labels correspond to the function keys on your keyboard (f1 through f8).

At the center of the bottom, your Touchscreen PC tells you where the cursor is currently located on the screen (line number and column number) and the time (by a 24-hour clock). (The cursor is the blinking line that tells you where you are typing.) If you turn on one of the special functions (for example, Insert character), you will see a reminder under the function labels.

Using Your Touch Screen with MemoMaker

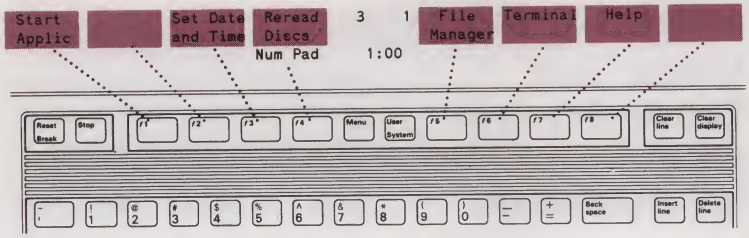
MemoMaker is designed to take advantage of the screen magic of the Touchscreen Personal Computer. Instead of typing in commands or pressing keys, you simply touch one of the function labels at the bottom of the screen to tell your computer what to do. Each function label represents a MemoMaker task. The tasks (and the words in the boxes) change from screen to screen.

You can touch the screen to cut and paste blocks of text or to underline and put text in boldface. You can even move the cursor by touching the screen. The cursor moves to the place where you touch the screen.

Using the Keyboard with MemoMaker

The Eight Function Keys

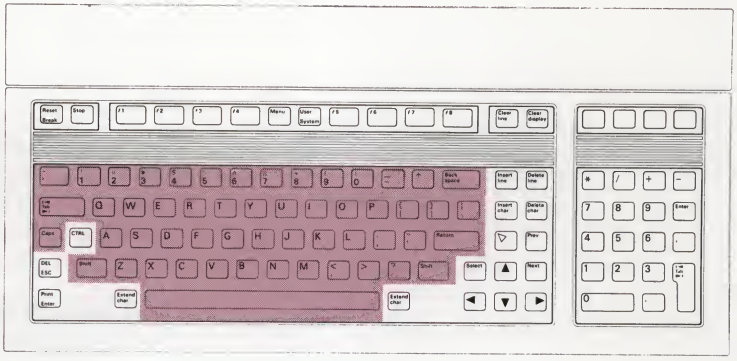
Anything you can do by touch, you can also do from the keyboard. The top row of keys on the keyboard, labeled f1 through f8, correspond to the function labels (the boxes on the bottom of your touch screen).



Pressing the function key on the keyboard performs the same task as touching the corresponding function label on the screen. While the tasks change from screen to screen, the correspondence between function labels and function keys is always the same: f1 corresponds to the first function label from the left; f2 , the second; and so on.

The Standard Typewriter Keys

The keys highlighted in this picture are the standard typewriter keys on the Touchscreen PC.



Almost every key does the same thing on your computer that it does on a standard typewriter. On the computer, all the keys are repeating keys; you can hold them down to repeat. There are a few functional differences:

[L] / [l]	Don't use the letter L or l for the number one (1).
[O] / [o]	Don't use the letter O/o for the number zero (0).
[(Space bar)]	Pressing [(Space bar)] puts a blank space where the cursor is. You cannot use [(Space bar)] to skip over text because it erases any text that is already there. Use the directional arrows in the lower righthand corner of the keyboard, [Tab] (or [Shift] [Tab]), or [Backspace] to move the cursor.

Caps

Caps is like locking Shift on a typewriter—with two exceptions. 1. Caps does not affect the number keys or the symbol keys. For these keys not affected by Caps, you still have to use Shift to get what is printed on the top of the key. 2. For the alphabetic keys, when you are using Caps, pressing Shift will give you the lower case letter.

When you press Caps, the word CAPS appears on the screen below the fifth function label. When Caps is on, all of the alphabetic keys on the keyboard will print out in capital letters. To turn Caps off, press Caps, and the word CAPS disappears from the screen.

Shift

There are two Shift keys, one on the bottom left of your keyboard and one on the bottom right. You can use either one. Shift normally capitalizes alphabetic characters and gives you what is on the top of those keys that have two symbols.

Shift also reverses the effect of certain keys, like Caps and Tab —that is, Shift/Caps gives you lower case letters and Shift Tab moves you back to the previous tab stop. Shift also extends the function of several other keys.

Return

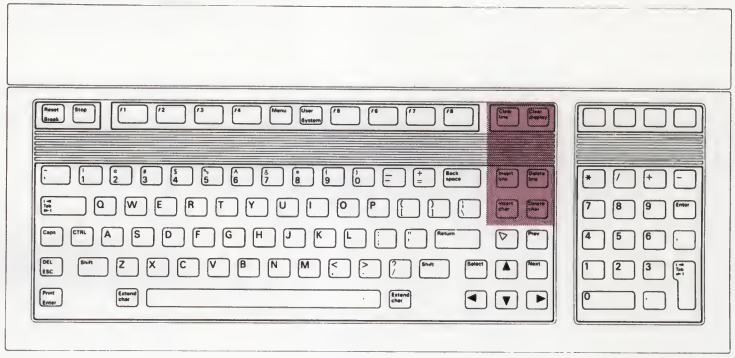
Return serves two major functions. It moves the cursor to the left margin of the next line. It also tells the computer that you have finished entering either a command or information and that you are ready to activate the command or transfer the information.

In MemoMaker, you do not have to press Return at the end of each line. MemoMaker automatically moves your text to the next line when you reach the right margin. You use Return when you reach the end of a paragraph, when you want to start a new line, and when you want to leave a blank line between paragraphs.

Editing Keys

Most editing keys on the Touchscreen PC are located on the right side of the standard typewriter keyboard. Editing keys are used to insert or delete lines or characters.

Editing keys are highlighted in the picture below:



Sometimes the editing keys can be used in combination with [Shift] to perform different functions:

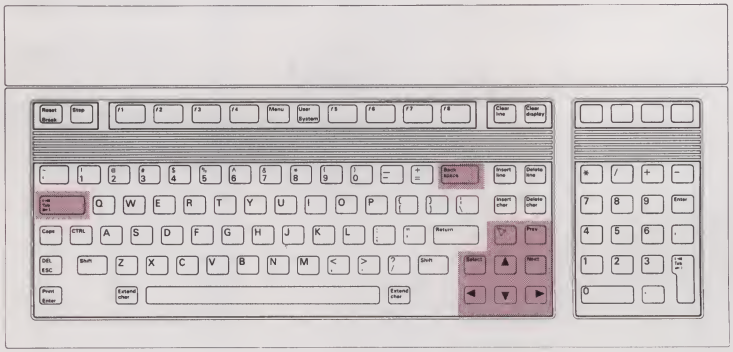
[Clear line]	erases the line the cursor is on from the cursor to the end of the line
[Shift] [Clear line]	erases the entire line the cursor is on no matter where on the line the cursor is
[Clear display]	clears everything in the workspace
[Shift] [Clear display]	(same as [Clear Line])

Insert line	moves all characters from the cursor to the end of the line down to the left margin of the next line. If the cursor is at the beginning of a line, the whole line moves down and a blank line appears above it. If you press Insert line when the cursor is in the middle of a line, MemoMaker splits the line and moves the part of the line from the cursor to the end of the line down to the next line.
Delete line	removes the line containing the cursor and closes up the space by moving all other lines up
Insert char	switches from writeover mode to insert mode. When you type in insert mode, what you type is inserted at the cursor position and pushes characters past the cursor over to the right
Delete char	removes the character at the cursor position from the screen and closes up the space by pulling the other characters on the current line over to the left.

Cursor Control Keys

Cursor control keys let you move the cursor around on the screen and through your document.

Most of the cursor control keys are located just below the editing keys on your keyboard:



▲	moves the cursor up one line each time you press it.
shift ▲	rolls the document up.
▼	moves the cursor down one line each time you press it.
shift ▼	rolls the document down.
◀	moves the cursor one column to the left each time you press it as far left as column 1.
▶	moves the cursor one column to the right each time you press it as far right as column 79.
Tab	moves the cursor to the next tab stop on the right, as far as column 80.
Shift Tab	if you hold down Shift and press Tab , the cursor moves left to the previous tab stop, as far as column 1.
Backspace	moves the cursor back one space to the left
home	moves the cursor to the beginning of a document.
Shift ▷	moves the cursor to the end of a document.
Prev	shows the 20 lines that come before the first line on the screen.
Next	shows the 20 lines that come after the last line on the screen.

A Few Special Words We'll Be Using in MemoMaker

Here are a few words that are especially important in MemoMaker:

cursor	The blinking line that tells you where you are typing
enhancement	Underlining or putting text in boldface, or undoing either
format	Instructions for setting up a document--for example, margins, tab stops, printing instructions
memo	Any document you create with MemoMaker--memos, letters, reports, outlines, and so on
function labels	The eight boxes along the bottom of your screen which you touch to tell MemoMaker what to do

Leaving MemoMaker

To leave MemoMaker, touch `Exit MEMOMAKR` on the Main Keys screen.

If you are not on the Main Keys screen,

1. Touch the eighth (farthest right) function label on the screen, (which will be labeled `MEMOMAKR Main` or `Cancel`) as many times as needed until you get back to the Main Keys screen.
2. Then, touch `Exit MEMOMAKR` .

If there is a document showing on the screen that has not been saved, MemoMaker will ask you whether you want to save or discard the document. If you want to save it under the current name shown on the prompt line, touch `Yes, Save` . (Instead of touching `Yes, Save` , you can always type y or yes on the response line and then press Return .) To save the document under a different name, touch `Cancel Exit` and then follow the naming and saving procedure in Chapter 3. If you don't want to save it, touch `No, Discard` . (Instead of touching `No, Discard` , you can always type n or no on the response line and then press Return .)

When you Exit MemoMaker, you return to P.A.M. When you are in P.A.M. you can safely remove your application disc and your work disc. Always take your flexible discs out of the disc drive before you turn off the computer.

Now you can use a different application or turn off the computer if you are finished using it.

Warnings about Taking Discs Out of the Disc Drives

Please follow these instructions carefully to prevent damage to your discs:

- Do NOT take the MemoMaker application disc out of the drive or turn off your computer while MemoMaker is running.
- The only time you can safely remove the MemoMaker application disc is when you are on the P.A.M. screen.
- Do NOT take your work disc out of the disc drive while the red light is on on that disc drive is lit.
- If you take your work disc out of the disc drive when the red light on that drive is lit, you may lose information or the information on your disc may be irreparably scrambled.

2 Writing with MemoMaker

You'll go through three basic steps each time you write with MemoMaker:

- choose a format
- type the document
- name and save the document on a disc

This chapter explains MemoMaker's standard format and some of the special features of typing with MemoMaker and moving around in your text. Chapter 3 is about naming and saving. If you want to use MemoMaker's standard format, you can just start typing your document on the Main Keys screen.

Using MemoMaker's Standard Format

The format is the way you decide to set up a document. You format every document you write—whether you do it by hand, typewriter, or computer. When you decide whether to single space or double space a handwritten draft, when you set the margins and tab stops on a typewriter, and when you choose to justify the copy on a word processor, you are setting parts of a format.

A MemoMaker format contains the following instructions:

- margins
- tab stops
- text enhancements (underlining, boldface, or none)
- justified or ragged right margin
- printer spacing (single or double space)
- paper feed setting (manual or automatic)
- which printer to use
- default drive and directory (where MemoMaker automatically assumes you will be storing your documents)

MemoMaker has a standard format that is built in and ready for use. This standard format comes up automatically when you start MemoMaker. You can change it temporarily as you create a document; you can create a different format and make that the standard; and you can create, store, and use additional formats to meet your specific needs. (See Chapter 11 on formats if you want to change or create a format.)

MemoMaker's standard format is named **STARTUP.FMT**. It includes the following instructions:

left margin	column 1
right margin	column 65
tab stops	every 5 columns, columns 1, 6, 11 and so on
text enhancement	underline
justification	off (ragged right)
printer spacing	single space
paper feed setting	manual
which printer to use	PRN (whatever you have configured as your primary printer)
default drive and directory	The drive which contains your MemoMaker application disc and the directory which contains the MemoMaker application

Typing Your Document

In many ways, typing your MemoMaker documents is just like using a typewriter—only it's faster and easier and you type on a screen instead of on paper. The blinking line on the screen, called the **cursor**, marks your place. The next character you type will appear at the cursor point.

Block Paragraphs vs. Indented Paragraphs

MemoMaker works best if you write your paragraphs in block style—that is, start each paragraph at the left margin and leave a blank line between paragraphs. You can use indented paragraphs, but that makes aligning your document more difficult. (You will use the align feature after deleting text, cutting or copying and pasting, changing margins or when justifying your right margin.) We'll explain aligning in detail in "Aligning Text" in Chapter 5.

Writeover Mode

Unless you have changed the standard format, you will be in writeover mode when you start up MemoMaker. In **writeover mode**, what you type writes over anything that may be at the cursor position. For example, if the cursor is at the "n" in "now" and you type "s," you will get "sow."

When you press (Space bar) in writeover mode, you type an empty space over the character at the cursor. For example, if the cursor is at the "s" in "sat" and you press the space bar once, you will get " at."

Except for these two points, writing in writeover mode is very similar to typing on a typewriter. (Remember that MemoMaker has separate keys for the letter "l" and the number "1" and separate keys for the letter "O" and the number "0."

Word Wrap

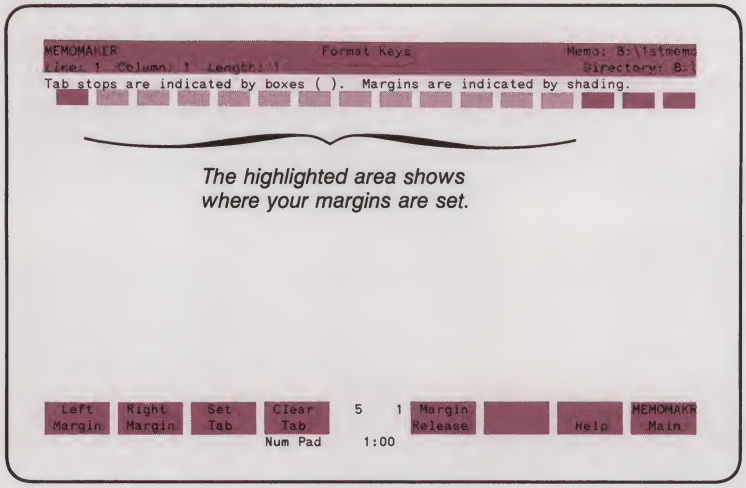
When you type a document on a typewriter, you must return the carriage at the end of each line to move to the next line. You also have to keep track of your right margin and decide when you want to move to the next line. MemoMaker performs these functions for you automatically with its **word wrap** feature. Word wrap keeps track of your right margin and then when you type a word past that right margin, wraps—or jumps—the word to the left margin of the next line. You can simply type the document non-stop and let MemoMaker take care of the rest. The only time you need to use Return is to leave a blank line between your block paragraphs.

Changing the Margins

If you want to change your margins from MemoMaker's standard settings of 1 and 65, you should do so before you start typing.

To change the margins:

1. On the Main Keys screen, touch `Format Keys` to get to the Format Keys screen.



2. On the Format Keys screen, move the cursor to the column you want as your new left margin and touch `Left Margin` .

3. Move the cursor on any line to where you want your new right margin and touch `Right Margin` .

 The highlighting on the ruler line moves to reflect the new margins.

You can also change the margins after you type a document. Then you will need to align the document to fit the new margins. ("Aligning Text" is in Chapter 5.)

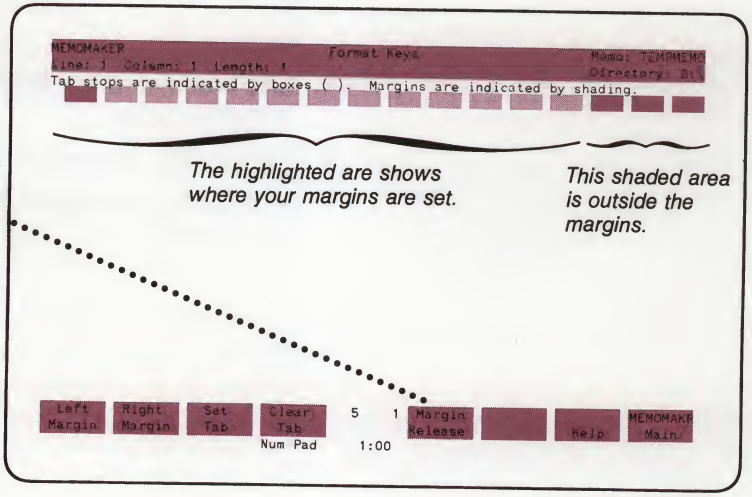
Releasing and Restoring the Margins

If you want to type past your margins, you can tell MemoMaker to release them. Then you can type from column 1 to column 79. If you try to type a character in column 80, the word it is in will wrap to column 1 of the next line.

Characters you type outside your margins show up with half-bright intensity, but will print out in the usual fashion.

To release the margins:

1. On the Main screen, touch `Format Keys` to get to the Format Keys screen.



2. On the Format Keys screen, touch `Margin Release` .

 An asterisk appears in `Margin Release` and the margins are released. You can now type outside the margins.

The margins will stay released until you restore them. If after releasing your margins and typing your document you decide that you really want everything within the original margins, restore the margins and align the text. ("Aligning Text" is in Chapter 5.)

To restore the margins, touch `Margin Release` . The asterisk disappears and the margins are locked in again. (You can also press Return to restore the margins. For this reason, do not press Return when the margins are released unless you want to turn `Margin Release` off.)

To return to the Main Keys screen after releasing or restoring your margins, touch `MEMOMAKR Main` .

Centering Lines

With MemoMaker, centering lines is an automatic operation.

1. Start at the left margin and type the line you want to center.
2. If you are not on the Main Keys screen, touch `MEMOMAKR Main` .
3. On the Main Keys screen, touch `Center line` .

 MemoMaker centers the line with respect to the left and right margins.

If a line cannot be centered exactly, it is positioned left of center. For example, if a line needs to start halfway between columns 8 and 9 to be exactly centered, it starts at column 8.

If a line to be centered is too long to fit within the margins and the left margin is to the right of column 1, MemoMaker will use the columns outside the margins to try to center the line so that there is an even amount of overhang on each side of the margins. If this is impossible, MemoMaker will move the line as close to this centered position as it can.

If the margins have been released, MemoMaker will center the line between columns 1 and 79.

Setting Page Breaks

MemoMaker will divide your document into pages automatically according to its standard page lengths or you can override these page lengths and start a new page wherever you want. MemoMaker prints a maximum of 55 lines per single-spaced page, 28 lines per double-spaced page. You can define shorter page lengths either during typing or when you get ready to print the document. You can not define a page longer than 55 lines. (Chapter 8 tells you how to set page breaks when you get ready to print a document.)

To set page breaks while typing your document:

1. Move the cursor to the line below the one you want to be the last line on your page (for example, the end of a table or chart).
2. Type .PA (the page break symbol) in column 1 of that line.

 (The .PA line is included in the line count for your document, but does not actually print out as a line.) MemoMaker will end your page with the line above the .PA, and start the next page with the line following it.

Moving Around in Your Document

You can see up to 20 lines of your document on the screen at any given time. MemoMaker tells you how long the document is and keeps track of where the cursor is—what line and column the cursor is on—as you move through the document.

Moving the Cursor

When you use MemoMaker, there are a number of different ways to move the cursor:

The standard typewriter keys. Use [Return], [Backspace], and [Tab] as you would on any typewriter. [Shift] [Tab] lets you tab backwards. Because pressing [(Space bar)] means typing a blank space, don't use [(Space bar)] to move forward through your document.

The arrow keys. Use [◂], [▸], [▴], and [▾] to move left, right, up, and down. [▹] moves the cursor to the beginning of a document; [Shift] [▹] moves the cursor to the end of a document.

Your finger. Use HP Touch to move the cursor to the point on the screen you touch. If touching doesn't get the cursor exactly where you want it, fine tune the position with the arrow keys.

Scrolling Through the Document

When you create a document, it is stored as one continuous piece of writing, like a scroll. It doesn't get broken up into pages until you print it.

To scroll forward through the document:

If the cursor is on the bottom line,

1. Press [▾] once for every additional line you want to see.

 or

2. Hold [▾] down to scroll forward through the document quickly.

If the cursor is on any other line:

1. Hold Shift down and press ▲ once for every additional line you want to see.

 or

2. Hold Shift down and hold ▲ down to scroll forward quickly.

To scroll back through the document:

If the cursor is on the top line,

1. Press ▲ once for each earlier line you want to see.

 or

2. Hold ▲ down to scroll back through the document quickly.

If the cursor is on any other line,

1. Hold Shift down and press ▼ once for each earlier line you want to see.

 or

2. Hold Shift down and hold ▼ down to scroll backwards quickly.

Moving Screen by Screen

To move quickly through your document:

1. Press Next to show the next 20 lines of your document.
2. Press Prev to show the previous 20 lines of your document.

In either case, the cursor is positioned at the left margin of the first line of the new screen.

Moving Directly to the Beginning or the End of the Document

To move to the beginning of a document, press ▷ . To move to the end of a document, hold down Shift and press ▷ .

Editing Your Document

It's easy to edit your MemoMaker documents. You can edit characters, lines of text, or blocks of text. This section tells you how to edit characters and lines of text. Later chapters tell you how to cut out, move, or copy blocks of text within documents or between documents; how to align a document; or how to add a text enhancement (underlining or boldface).

Inserting Characters (Insert Mode)

If you want to insert a character in a word (or insert a blank space between words), you must switch from writeover mode to insert mode and then type what you want to insert.

In **insert mode**, whatever you type is inserted at the cursor position and everything from the cursor to the end of the line is pushed one space to the right. For example, in insert mode, if you move the cursor to the "n" in "now" and type "s", you will get "snow."

If a character gets pushed past the right margin, the word that character is in will wrap to the left margin of the next line.

To switch from writeover to insert mode, simply press [Insert char] . `Ins Char` appears at the bottom of your screen below the sixth function label. To switch back to writeover mode, press [Insert char] again. `Ins Char` disappears from the bottom of the screen.

Inserting a Line

You can insert a line whether you are in insert or writeover mode. When you press [Insert line] , MemoMaker moves all characters from the cursor to the end of the line down to the left margin of the next line. If the cursor is at the beginning of a line, the whole line moves down and a blank line appears above it. If the cursor is in the middle of a line, MemoMaker splits the line and moves the part of the line from the cursor to the end down to the next line. The cursor remains where it was when you pressed [Insert line] .

To insert a line:

1. Place the cursor where you want to insert a line.
2. Press [Insert line] .

Deleting Character by Character

In writeover mode, there are two ways to delete a character: press [Delete char] and close up the space the character occupied or press [(Space bar)] and put a blank space in place of the character.

To delete a character using [Delete char]:

1. Place the cursor under the character you want to delete.
2. Press [Delete char].

 MemoMaker erases the character at the cursor and closes up the space it occupied by pulling everything from the cursor position to the end of the line one space to the left.

To delete a character using [(Space bar)]:

1. Place the cursor under the character you want to delete.
2. Press [(Space bar)].

 MemoMaker erases the character by putting a blank space in its place.

Deleting or Clearing a Line

There are two ways to delete a whole line using MemoMaker: You can either

- delete a line and close up the space, or
- delete a line by clearing the text but leaving the space

To delete a line and close up the space:

1. Move the cursor anywhere on the line you want to delete.
2. Press [Delete line].

 MemoMaker erases the line and moves all succeeding lines up one line to fill in the space.

To clear a line and leave the space:

1. Move the cursor to the first character of the line you want to clear.
2. Press Clear line .

 MemoMaker erases the line but leaves the space. Succeeding lines do not move up.

 or

1. Move the cursor anywhere in the line you want to clear.
2. Hold Shift down and press Clear line .

To clear part of a line:

1. Position the cursor under the first character you want to erase.
2. Press Clear line .

 MemoMaker erases everything from the cursor to the end of that line.

If you delete or clear a line and then want it back again, MemoMaker lets you put back the last line you deleted or cleared. As you delete or clear each line, it goes into a "buffer." A buffer is a temporary storage area. When you use Delete line or Clear line , the buffer holds only one line at a time. Each line you delete or clear replaces the one before it in the buffer.

To put back a deleted or cleared line, use MemoMaker's Paste Block feature (see Chapter 5). Chapter 5 also explains how to delete blocks of text longer than one line. When you delete text as a block, the buffer saves everything in the block.

3 Naming and Saving the Document

When you type a document, it exists only on the screen until you tell MemoMaker that you want to save it.

If you do not save it on a disc, it will be erased when you leave MemoMaker, turn off your computer, or create another document. Even if you don't plan to use the document again and just want to print out a copy, it's always safer to save it first just in case something goes wrong before you get a chance to print it out.

In order for MemoMaker to store and get back your documents, you must give each document a name.

What is a Document Name?

A document name identifies a document and distinguishes it from all others on a disc.

- Since the documents you name are stored as disc files, document names are actually file names.
- The rules for MemoMaker document names are the same as for all other file names. They can have a maximum of eight characters. It can include only the following characters:

 letters A through Z

 numerals 0 through 9

 dollar sign $

 ampersand &

 pound sign #

 percent sign %

 apostrophe '

 parentheses ()

 underscore _

 at sign @

 caret ^

 braces { }

 tilde ~

 single quotation `

 exclamantion point !
- Do not use spaces in your file name.
- You can lowercase letters, capitals, or both. MemoMaker treats all letters in the name as capitals.
- Document names can also have an extension—a suffix one to three characters long that is preceded by a period (for example, Jones.let). You can use the extensions to differentiate between different types of documents. For example:

this extension	could mean
.let	a letter
.mem	a memo
.nts	notes
.out	an outline
.rep	a report
.rev	a revised document
.tpl	a template (for pre-printed forms)

To refer to a series of letters written to Mr. Jones on different dates, you might use the following document names:

Joneslet.jan
Joneslet.feb
Joneslet.jun

- If you plan to use MemoMaker with WordStar®, don't use the extension .bak to indicate a backup file because .bak has a particular meaning in WordStar.
- Each file in a particular directory on a disc must have a unique name. You can have Jones.let, Jones.pro, Jones2.let on the same disc. You can have copies or different files called Jones.let on different discs or in different directories.
- If you use any of the following names, you will replace these original files with your new or revised version

 letter.tpl
 memo.tpl
 startup.fmt

- A full document name also includes the drive name and the directory or subdirectory name. For example, the full document name B:\Jones.let tells you that the document named Jones.let is on a disc in Drive B (B:) in the main directory(\). If you store your documents in the default drive and directory, you only need to specify the document name. That's because unless you tell MemoMaker otherwise, it will store and look for your documents in the default drive and directory.

- You can store a document on a drive other than the default drive by including the drive name when you name the document.
- You can also store your documents in directories other than the default directory by including the directory or subdirectory name as part of the document name. For example, you can create a directory for all documents dealing with the Jones account. Then you would use that directory name as part of the document's name. The document named B:\Jones\March3.let is the file March3.let stored in the directory named Jones on the disc in Drive B. If you use directories or subdirectories, when you want to get the document later, you must include the directory or subdirectory name as part of the document name. (See "Creating a Directory" later in this Chapter.)
- If you won't be keeping most or all of your documents in the default drive and/or directory, you can change the default drive and directory to be wherever you will be keeping your documents. (See Chapter 11.)

Creating a Directory

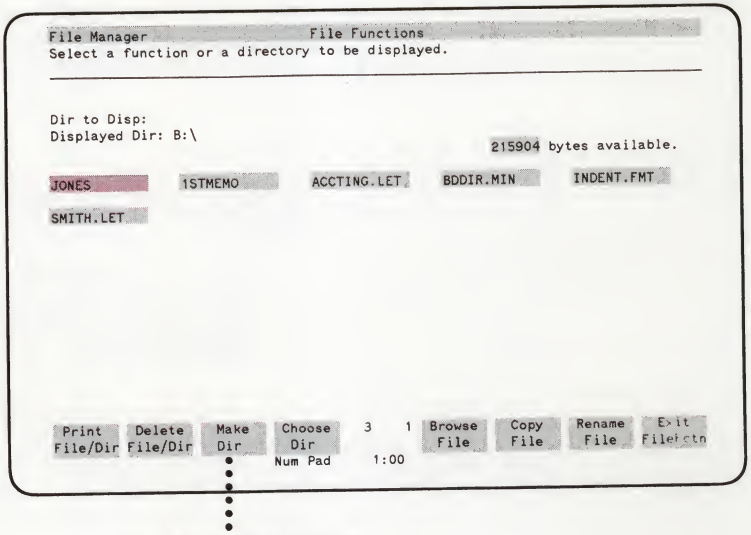
A directory is a grouping of files, just like a phone directory is a grouping of phone numbers. Every disc starts out having one main directory. But if you want to keep groups of files separate from one another or if you don't want one very large directory, you can create other directories. You can further divide these other directories into subdirectories.

To create a directory or subdirectory, you use File Manager:

1. On the Main Keys screen, touch `Get Memo` .
2. On the Get Memo screen, touch `File Manager` . File Manager asks you to:

   ```
   Select a function or a directory
   to be displayed.
   ```

3. On the File Manager screen, touch `File Funct'ns` to get to the File Functions screen.



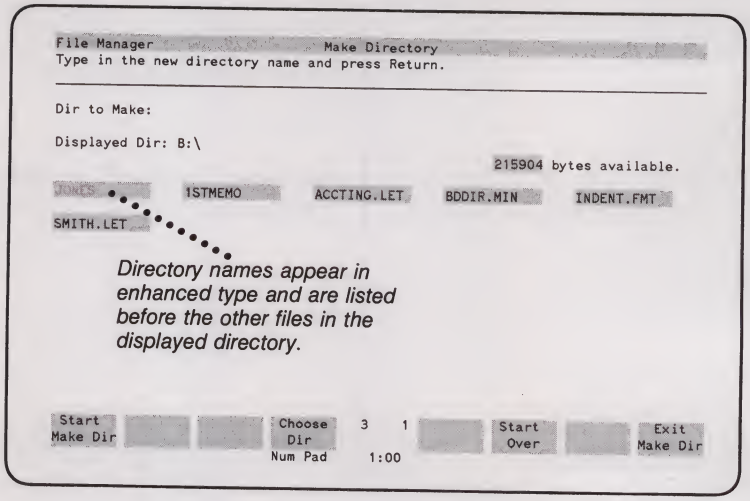
Touch this function label to create a new directory or subdirectory.

4. On the File Functions screen, touch `Make Dir` to get to the Make Directory screen. File Manager asks you to:

```
Type in the new directory name and
press "Return".
```

5. Type in a directory or subdirectory name and press Return. File Manager shows the name you typed in and asks you to:

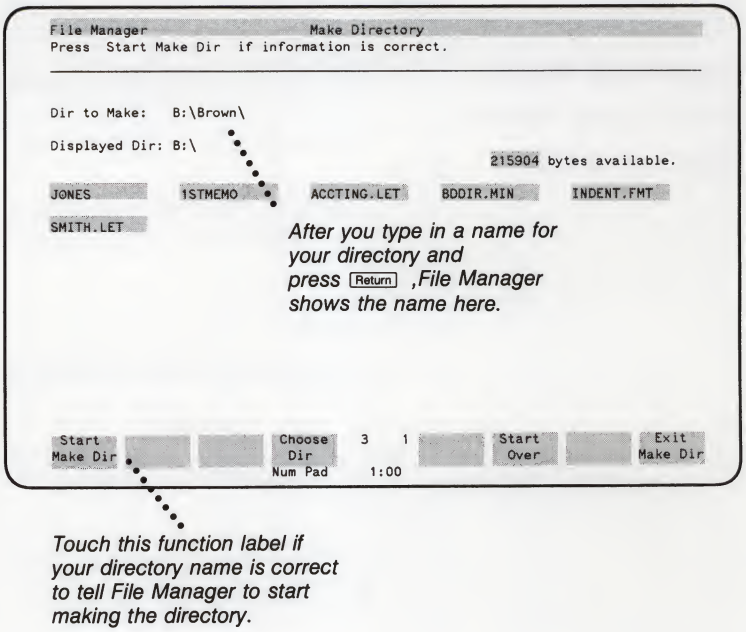
```
Press Start Make Dir if selection is
correct.
```



6. Check the name on the screen. If you made a mistake, touch `Start Over` . Then go back to Step 5.
7. When you are satisfied with your name, touch `Start Make Dir` . MemoMaker tells you it is:

   ```
   Making the Directory.
   ```

 After File Manager creates the new directory, the name appears on the screen in enhanced type.

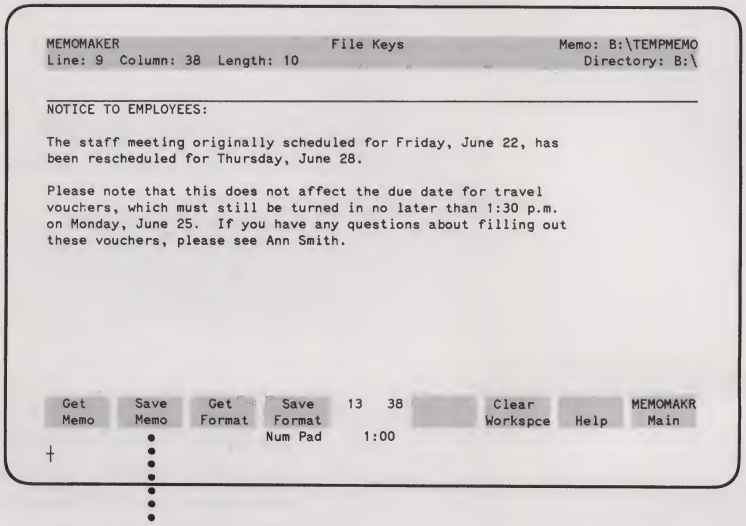


8. Touch the eighth function label three times—once to exit the Make Directory screen, a second time to exit the File Functions screen, and the third time to leave File Manager and return to the MemoMaker Get Memo screen.
9. Touch `Cancel Get` to return to the Main Keys screen.

Naming and Saving a New Document

When you work with MemoMaker documents, it's a good idea to save your work every 20 minutes or so. That way if the computer goes down you won't lose everything.

1. On the Main Keys screen, touch `File Keys` . MemoMaker shows you the File Keys screen.

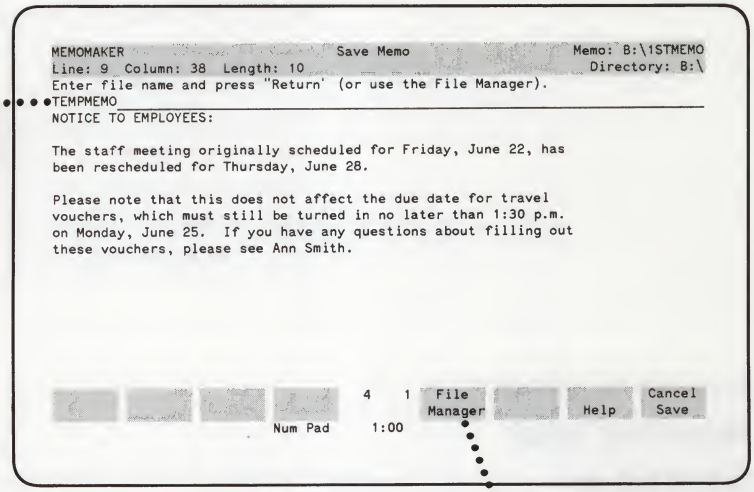


Touch this function label to save your document.

2. Touch Save Memo . MemoMaker shows you the Save Memo screen and tells you to:

```
Enter file name and press "Return"
(or use the File Manager)
```

The current document name appears on the response line on the top of the screen. (If you're creating a new document, the name TEMPMEMO will appear.)



When you save a document, the current name of the document appears on the response line as well as in the upper right-hand corner. If you are saving a new document, TEMPMEMO appears.

Touch this function label to see the names of the documents on your discs.

3. If you want to store your document in the default drive, check to see that there is a disc in the drive indicated at the top of the screen. If there isn't, insert one now. If you want to store your document on a disc in another drive, make sure that drive contains a disc.

4. If you want to save the document under the name on the prompt line, press Return .

 If you want to use a different name, type in a name that is different from any name on that disc and then press

Return . Remember, if you are not storing your document in the default drive or directory, include the drive and directory name as part of the document name.

(If you don't know whether there is already a document with the same name you plan to use, touch `File Manager` to see a list of your files. Then touch `Back To MEMOMAKR` to return to MemoMaker.)

MemoMaker creates a disc file for your document. The full document name appears in the upper right-hand corner of your screen and the document remains showing on the screen. You can work on the document again or go on to another document.

5. To clear the workspace for the next document, touch `Clear Workspace` . (You can also press Clear display .) This clears what is showing on the screen, but in no way affects your permanent disc file.
6. Touch `MEMOMAKR Main` to return to the Main Keys screen.

Naming and Saving a Revised Document

When you get a document from a disc and revise it, you have two versions of your document: the original disc file and the changed document on the screen. You can:

- save the changed document and have it replace the original version on your disc
- save the changed document as a different document and keep two versions of the document
- clear the changed document from the workspace and retain the original version as it existed before you made any changes. If you don't want to save the revised document, clear the workspace and tell MemoMaker to wipe out the new document and keep the old one.

To name and save your revised document:

1. On the Main Keys screen, touch `File Keys` .
2. On the File Keys screen, touch `Save Memo` . MemoMaker asks you to:

   ```
   Enter file name and press "Return"
   (or use the File Manager).
   ```

 The name of the original document appears on the response line at the top of the screen.
3. If you want to replace the original document with the revised document, press Return and the revised document will be copied over the old document.
4. If you want to keep both the original document and the revised document, type in a new document name and then press Return . You might want to use the suffix "rev" to indicate that you are saving a revised document (for example, Jones.rev).

Keeping Track of Document Names

When you ask for a document, you must ask for it by the exact name you gave it when you created it. There are several ways to keep track of document names:

- Write the document names on the label of the disc that contains them.
- Use names that immediately suggest the contents of the document (for example, Jones.let for the Jones letter and Jones.pro for the Jones proposal).

Don't worry—if you forget a document name, you can use File Manager to get your document. (See "Getting a Document When You Don't Know its Name" in Chapter 4.)

Using TEMPMEMO

Sometimes when you're using MemoMaker you may need to exit quickly from the program. To avoid losing your unsaved document, MemoMaker has a feature called TEMPMEMO which lets you save your document quickly. You can also use TEMPMEMO to temporarily store files that you don't wish to store permanently. TEMPMEMO is only for new documents that have never been saved or for documents that have already been saved under the name TEMPMEMO.

- When you save a document using TEMPMEMO, it is named TEMPMEMO.
- Because no two documents in the same directory on the same disc can have the same name, only one document in a particular directory on a disc can be saved as TEMPMEMO.
- If you have one document named TEMPMEMO and attempt to save another using TEMPMEMO, the second document will erase the first and replace it as the TEMPMEMO document.

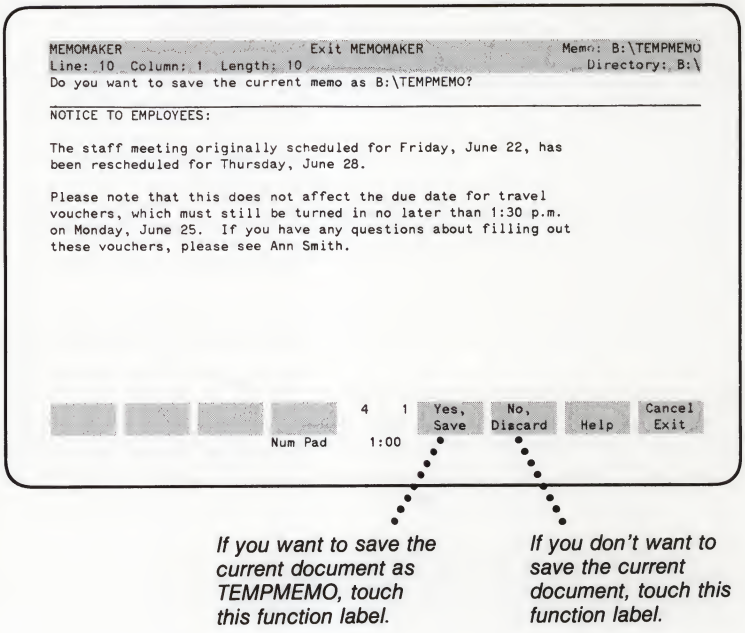
Saving a document using TEMPMEMO is intended as a temporary measure. The document is just as permanent as if you used the standard naming and saving procedure, but you should rename your TEMPMEMO document when you have more time. (See Chapter 12, "Renaming a Document.") If you rename your document, your TEMPMEMO file will be available for you to use next time.

If you want to exit MemoMaker and use TEMPMEMO:

1. On the Main Keys screen, touch `Exit MEMOMAKR` . MemoMaker asks you:

   ```
   Do you want to save the current memo
    as TEMPMEMO?
   ```

 and presents you with a new set of function labels.



2. If you do want to save the document, touch `Yes, Save` . MemoMaker makes a permanent disc file of your document and stores it under the name TEMPMEMO and then erases the document from the screen before exiting the program.
3. If you don't want to save the document, touch `No, Discard` . MemoMaker erases the document from the screen and there is no record of the document.

If you want to use TEMPMEMO and continue working in MemoMaker:

1. On the Main Keys screen, touch `File Keys` .
2. On the File Keys screen, touch `Save Memo` .

 MemoMaker asks you:

   ```
   Enter file name and press Return
   (or use File Manager).
   ```

 and presents you with a new set of function labels.
3. If you do want to save the document, press Return . MemoMaker makes a permanent disc file of your document and stores it under the name TEMPMEMO.
4. If you want to save the file under a different name, simply type the name over TEMPMEMO on the input.

4 Getting a Document

After you have saved a document on a disc, you can get it back whenever you want to read it, change it, print it, or use it as part of another document. When you get a document from a disc, you really get a copy of what is on the disc. The document stays on the disc and you work with the copy in your workspace.

When you get a document in MemoMaker:

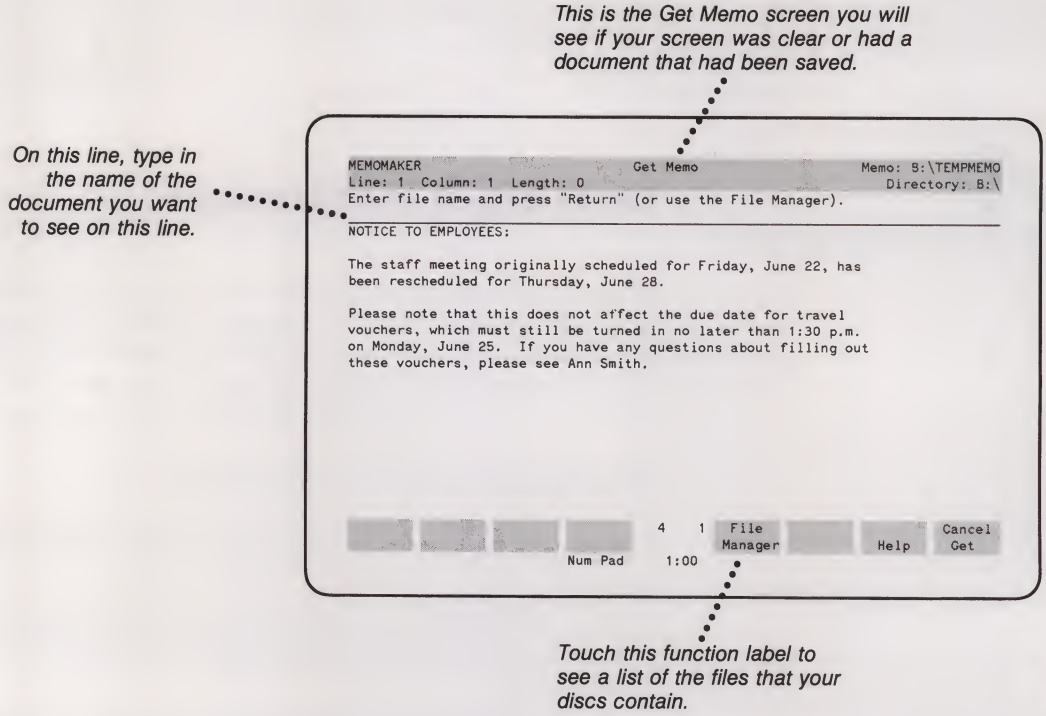
- You must ask for it by the exact name under which it is stored.
- When MemoMaker gets the document for you, the full document name appears in the upper right-hand corner of the screen.
- You can have only one document on the screen at a time.
- If there is a document already on the screen that has not been saved, you must save it or discard it so the screen can be cleared to make room for the document you want to see. If you don't start the saving procedure yourself, MemoMaker will start it for you.

Getting a Document When You Know its Name

If you know the name of the document you want to see, you can ask for it directly from the Main Keys screen.

To get a document from the default drive:

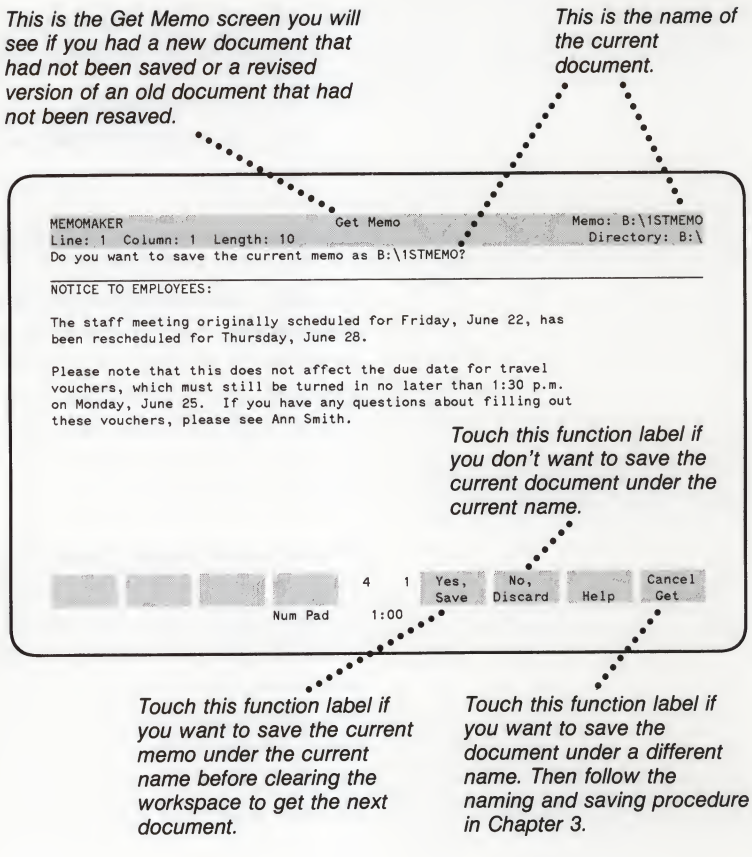
1. On the Main Keys screen, touch `Get Memo` to get to the Get Memo screen.



If your screen is clear or has a document that has been saved, go to step 2.

If there is a document on the screen that has not been saved or that you have changed since you last saved it, MemoMaker will ask you:

```
Do you want to save the current
memo as (original document name
or TEMPMEMO)?
```



- If you want to save the document under that name, touch `Yes, Save` .
- If you don't want to save the document, touch `No, Discard` .
- If you want to save the document under another name, touch `Cancel Get` and then follow the naming and saving procedure in Chapter 3.

 MemoMaker asks you to:

  ```
  Enter file name and press "Return"
  (or use the File Manager).
  ```

2. Type in the name of the document you want to see.

3. Press Return . MemoMaker shows you the document you asked for on the Main Keys screen.

To get a document from a disc not in the default drive: To get a document from a disc that is in another drive, follow the same procedure, but type the drive name (for example, A:Jones.let) to tell MemoMaker where the document is.

To get a document from a disc not in the default directory: Follow the same procedure, but be sure to use the directory or subdirectory name, so that MemoMaker knows where to look for the document. For example, if you have stored a letter written to Mr. Jones on March 3 in the Jones directory of the disc in Drive A, you would tell MemoMaker to get A:\Jones\March3.let.

To get a document from a disc not in your computer: To get a document from a disc not currently in your computer, you follow the same procedure. If you have an empty disc drive, insert the disc with your document into that disc drive. Otherwise, after saving or discarding the last document you worked on, take out the disc that doesn't contain the MemoMaker application and replace it with the disc that contains the document you want. Then start with step 1. (NOTE: Make sure the red light on your disc drive is off when you switch discs.)

Getting a Document When You Don't Know its Name

When you don't know the name of the document you want to get, you can use the File Manager to see a list of all your documents and then get the document you want.

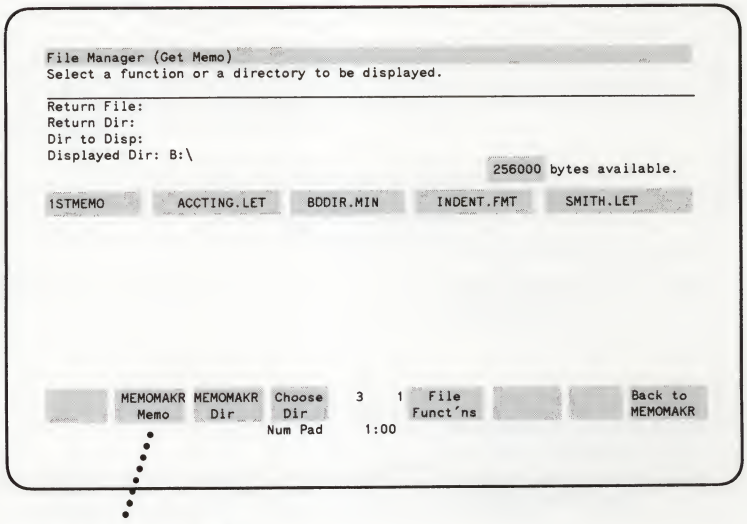
To get a document using File Manager:

1. On the Main Keys or File Keys screen, touch Get Memo . MemoMaker takes you to the Get Memo screen and asks you to:

```
Enter file name and press "Return"
(or use File Manager).
```

2. Touch `File Manager` . File Manager asks you to:

```
Select a function or a
directory to be displayed.
```



Touch this function label to tell File Manager that you want to return a file.

3. If you see the file name you want, go to step 5. (Use Next or Prev to see the full listing on your disc.)

4. If you don't see the file name you want, make sure the disc containing the document is in your computer.

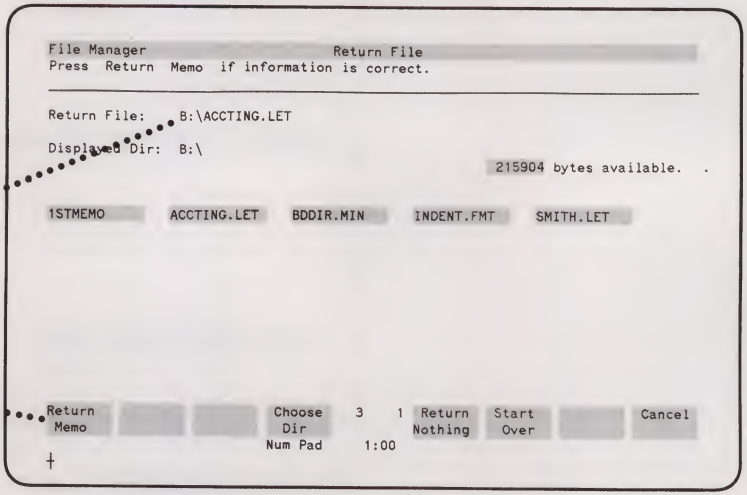
If the document you want is in a directory other than the displayed directory or if you just inserted a new disc, touch `Choose Dir` . File Manager asks you to:

```
Select or type the directory
name to display.
```

Type in the name of the directory you want to see (for example, A: to see the documents in the Main directory on your application disc disc in Drive A) and press Return . When the directory you want is displayed, touch `Exit Choose` . Then touch `Exit FileFctn` .

5. When the file name you want is showing on the screen, touch MEMOMAKR Memo . File Manager shows you the Return File screen and asks you to:

```
Select or type the file name
to return.
```



After you select the file to return, File Manager shows the name here.

Touch this function label to tell File Manager that you want to return the selected file to MemoMaker.

6. Touch the file name that represents the document you want; or press Tab to move the arrow to the file name and then press Select ; or type in the file name and press Return . File Manager shows you the full name of the document and asks you to:

```
Press Return Memo if selection
is correct.
```

7. If you made a mistake, touch Start Over and go back to step 6.

8. When your information is correct, touch Return Memo . File Manager shows you the File Manager (Get Memo) screen.

9. Touch Back To MEMOMAKR to leave File Manager and return to MemoMaker. MemoMaker shows you the document you asked for on the the Main Keys screen.

5 Cutting Out Text, Cutting and Pasting, and Copying and Pasting within a Document

This chapter tells you how to **cut out** a block of text, how to **cut and paste** a block, and how to **copy and paste** a block within a document.

If you want to delete text, you cut it out. When you cut and paste, you cut out text from one place and move it to another. When you copy and paste, you leave the original text where it is and move a copy of it to another place in the document. In MemoMaker, any text that is either cut out or copied is stored in a buffer. When you paste in a block, you paste in text from the buffer.

What is the Buffer?

A buffer is a temporary holding area for text. The section on "Deleting a Line" in Chapter 2 explained that when you use Delete line or Clear line, the last line that you delete is held in a buffer. You can hold only one line in the buffer when you use Delete line or Clear line.

However, in a cut out or copy block operation, the buffer can hold a character, a word, a line, a sentence, a paragraph, or the entire document. That's because a block has no predetermined dimensions--you define the block you want to work with. The size is limited only by your computer's memory and the available space on the MemoMaker application disc. Only one block can be stored in the buffer at a time. If you try to put in another block, the first block is erased from the buffer to make room for the second.

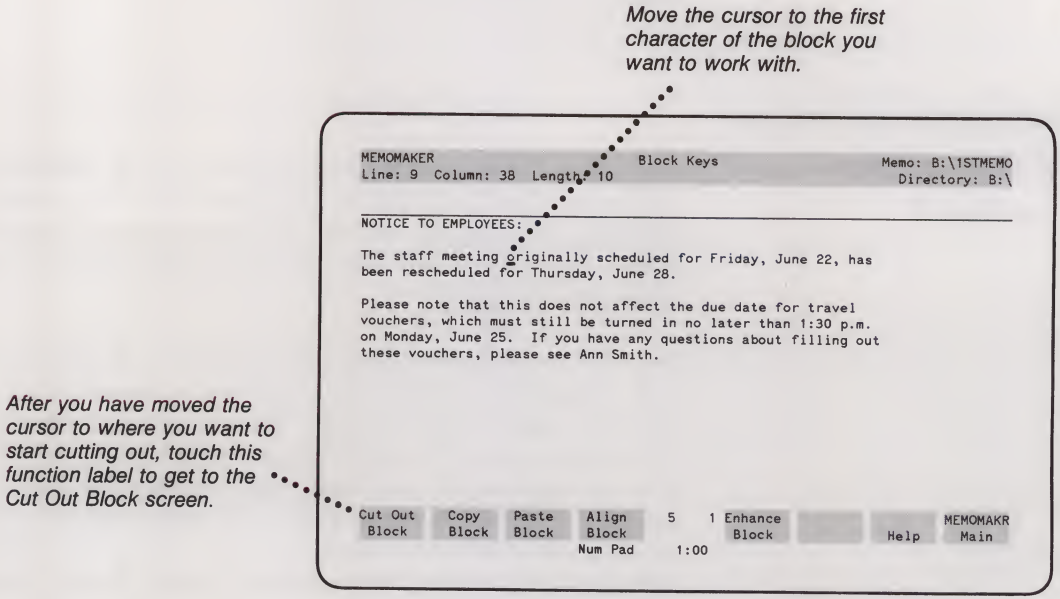
When you cut out a block, it disappears from the screen and is then held in buffer storage either until you tell MemoMaker to paste it somewhere or until you place something else in the buffer. When you copy a block, the original block remains on the screen and a copy is placed in the buffer.

The buffer is a great safety feature which allows you to change your mind if you want to, without worrying about losing your text permanently.

Cutting Out a Block of Text

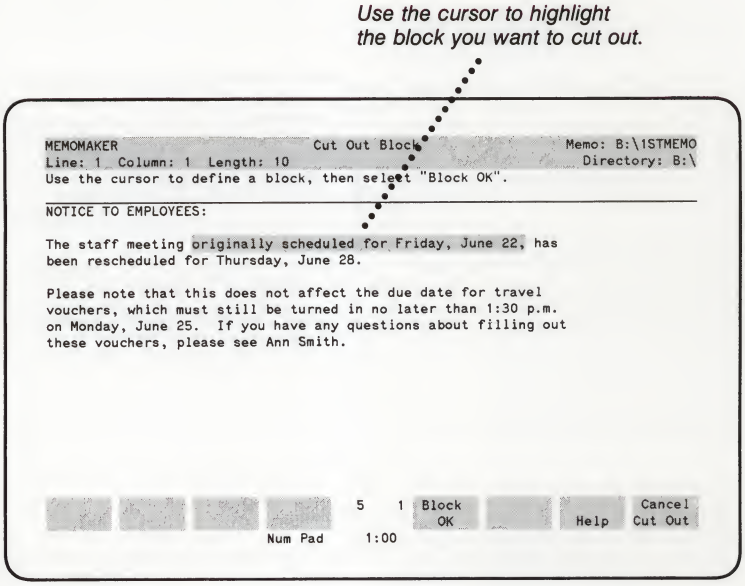
When you want to cut out a block of text, you use MemoMaker's Block Keys:

1. With the document showing on the Main Keys screen, touch `Block Keys` . Memomaker shows you the Block Keys screen.



2. Move the cursor to the first character in the section of text you want to cut out.
3. Touch `Cut Out Block` . MemoMaker shows you the Cut Out Block screen and asks you to:

   ```
   Use the cursor to define a block,
   then select "Block OK."
   ```

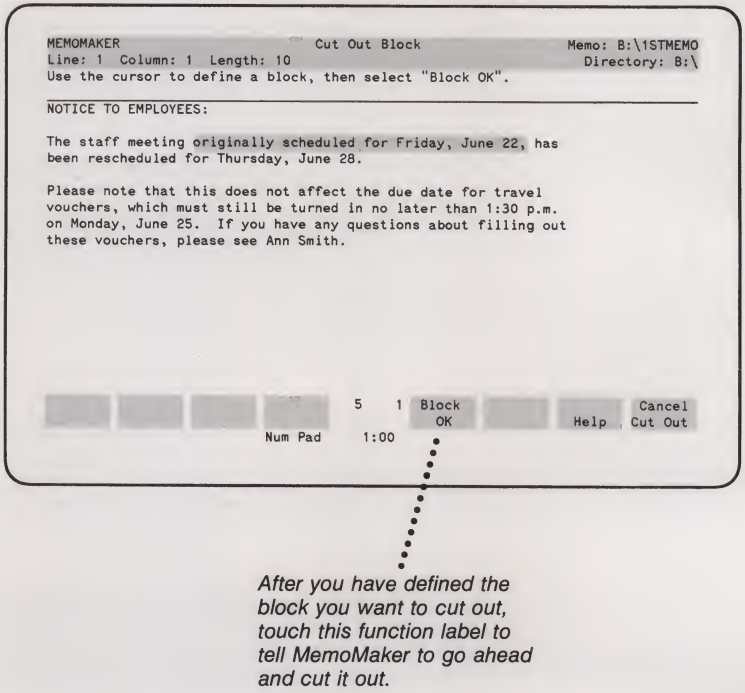


4. Move the cursor at least one character past the end of the block you want to cut out. As you move the cursor, MemoMaker highlights the block you are defining.

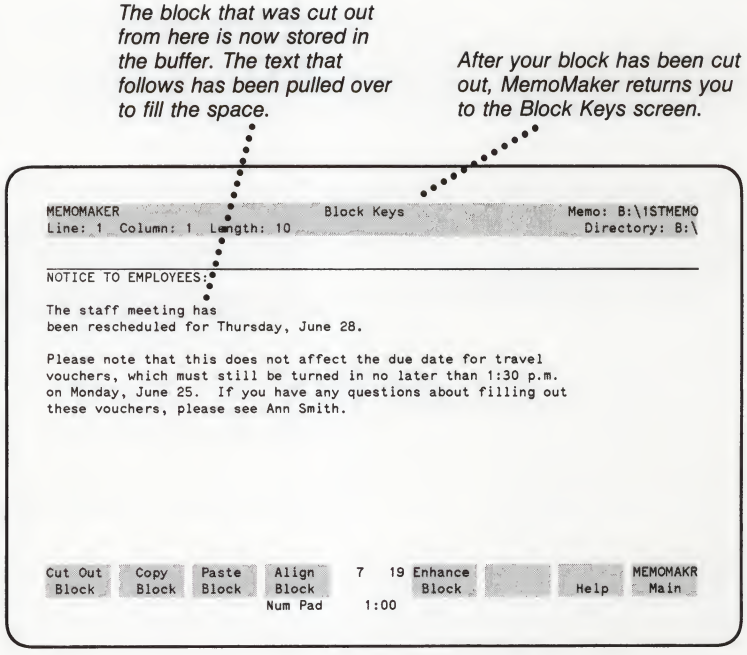
 If you find you can't define the block you want, check to see where the cursor is. The cursor must be at the beginning of the block before you start to define it. If the cursor is in the middle of the block, touch `Cancel Cut Out` and begin again with step 2.
5. After you have defined the block, check to make sure that it is correct.

6. If you find that you made a mistake, move the cursor to the left or up to erase the highlighting that defines the unwanted portion of the block.

7. When you are satisfied that the highlighted block is the block you want to cut out, touch `Block OK` . The highlighted block disappears from the screen and MemoMaker returns you to the Block Keys screen, with the rest of your document showing on the screen.



After you have defined the block you want to cut out, touch this function label to tell MemoMaker to go ahead and cut it out.



8. Touch `MEMOMKR Main` to return to the Main Keys screen.

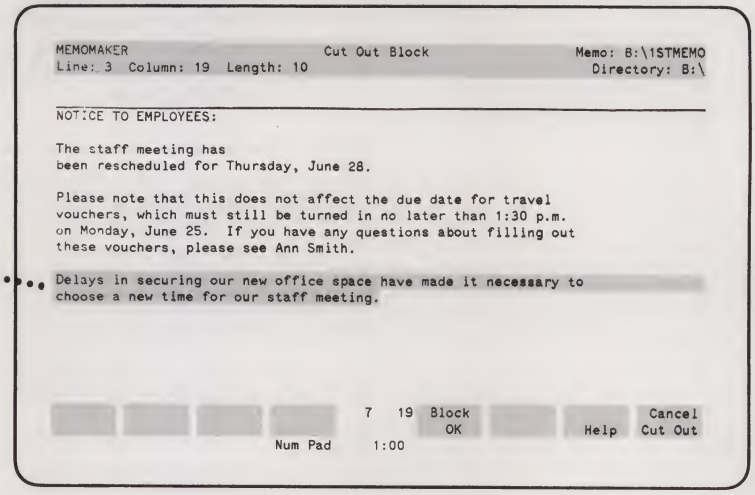
Cutting and Pasting a Block of Text

If you decide that, for example, paragraph 7 should really come before paragraph 2, MemoMaker makes it easy to move the text.

- You cut out the block you want to move.
- You position the cursor where you want to insert the block.
- You paste in the block that you cut out.

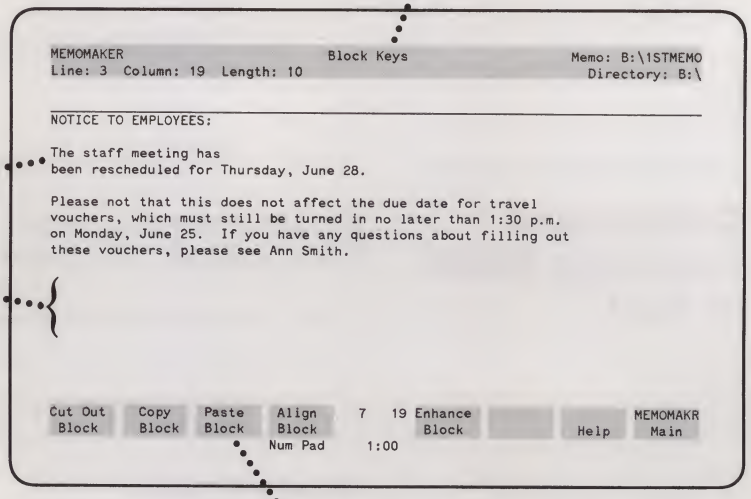
To cut and paste:

1. Cut out a block of text, following the instructions in the previous section. You will end up on the Block Keys screen.



Cut out the block you want to paste in somewhere else.

After your block is cut out, you return to the Block Keys screen.

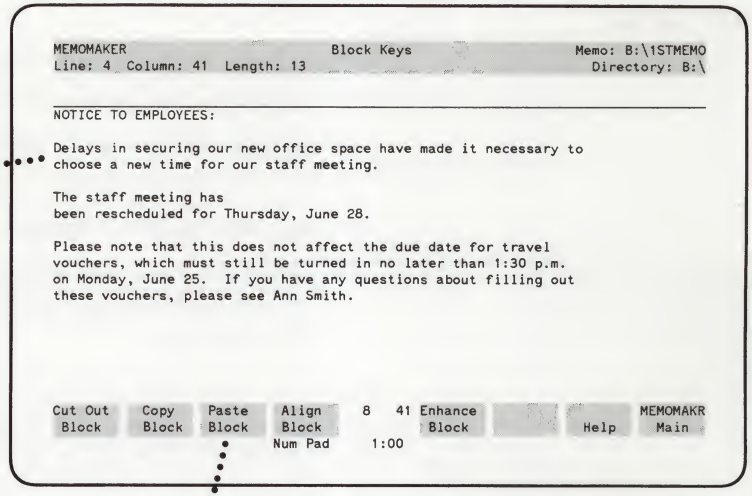


Move the cursor to where you want to paste the block.

The block that was here disappears from the screen and is held in the buffer.

Be sure to first move the cursor to where you want to paste the block you cut out before touching this function label.

2. Move the cursor to where you want the block inserted.
3. Touch **Paste Block** . The block you cut out is inserted into your document.



The block you cut out is pasted in at the cursor position and the text that follows moves down.

When you touch this function label, your block is pasted in from the buffer.

When MemoMaker pastes a block, it doesn't split lines. Therefore, if you tell MemoMaker to insert a block beginning in the middle of a line and there isn't room on that line for the entire first line of the block, MemoMaker will paste the block beginning on the next available line. If this happens, you will end up with a short line in the middle of a paragraph. To fix the alignment, you can use MemoMaker's Align Block feature. (See the section in this chapter on "Aligning Text.")

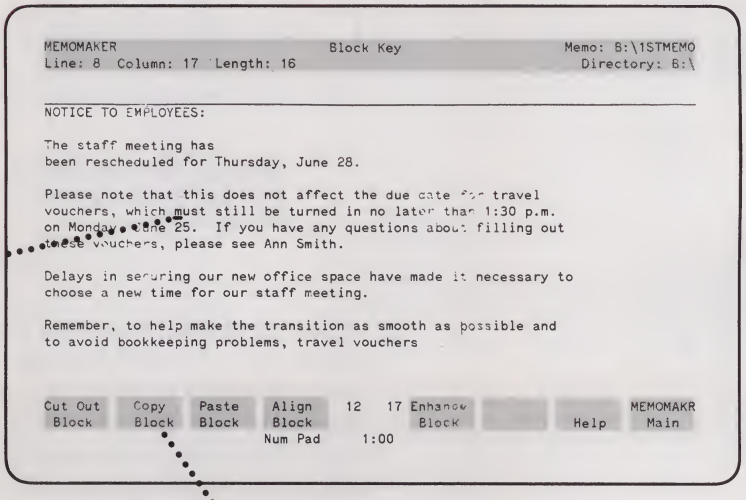
Copying and Pasting a Block of Text

You can also copy information from one place in your document to another place. In MemoMaker, this is a copy and paste operation.

- You copy the block you want to move into the buffer.
- You position the cursor where you want to insert the block.
- You paste in the copy of the block.

To copy and paste a block:

1. With the document showing on the Main Keys screen, touch **Block Keys** . MemoMaker shows you the Block Keys screen.



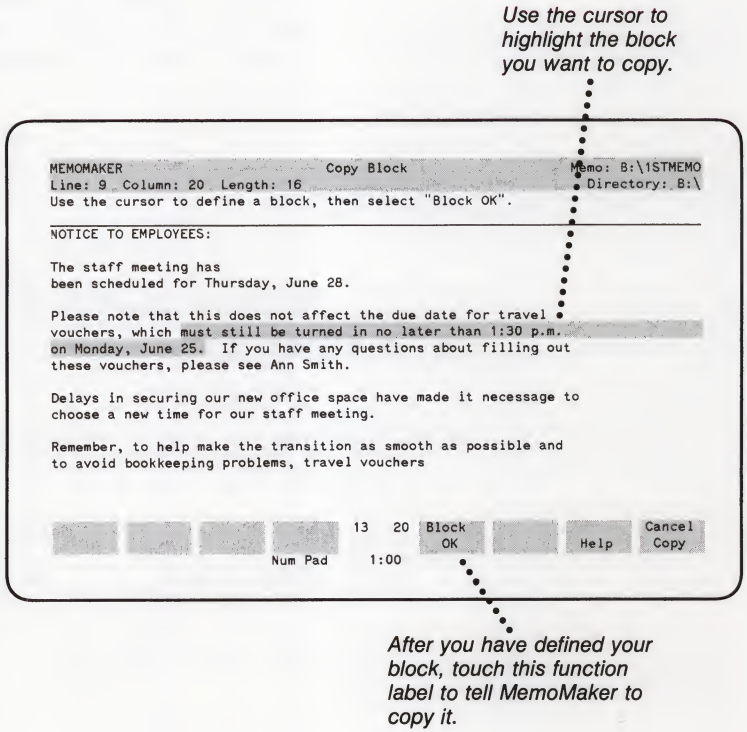
Move the cursor to the first character of the block you want to copy.

After you have moved the cursor to where you want to start copying, touch the function label to get to the Copy Block screen.

2. Move the cursor to the first character in the section of text you want to copy.

3. Touch `Copy Block` . MemoMaker shows you the Copy Block screen and asks you to:

```
Use the cursor to define a block,
then select "Block OK."
```



4. Move the cursor at least one character past the end of the block you want to copy. As you move the cursor, MemoMaker highlights the block you are defining.

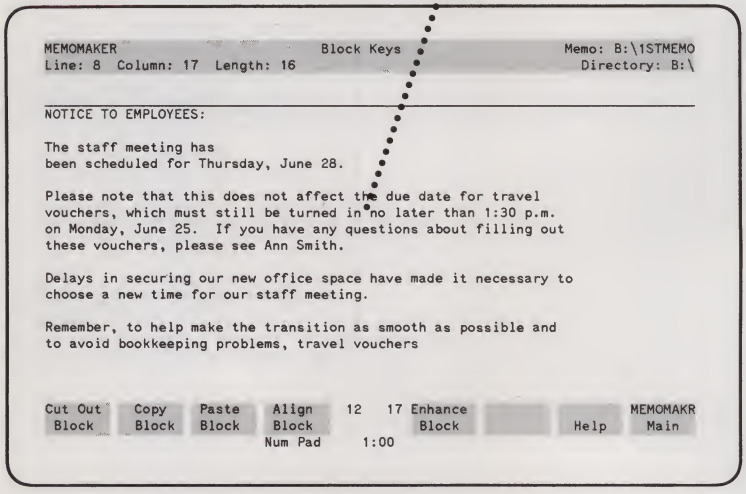
 If you find you can't define the block you want, check to see where the cursor is. The cursor must be at the beginning of the block before you start to define it. If the cursor is in the middle of the block, touch `Cancel Copy` and begin again with step 2.

5. After you have defined the block, check to make sure it is correct.

6. If you find that you made a mistake, move the cursor to erase the highlighting that defines the unwanted portion of the block.

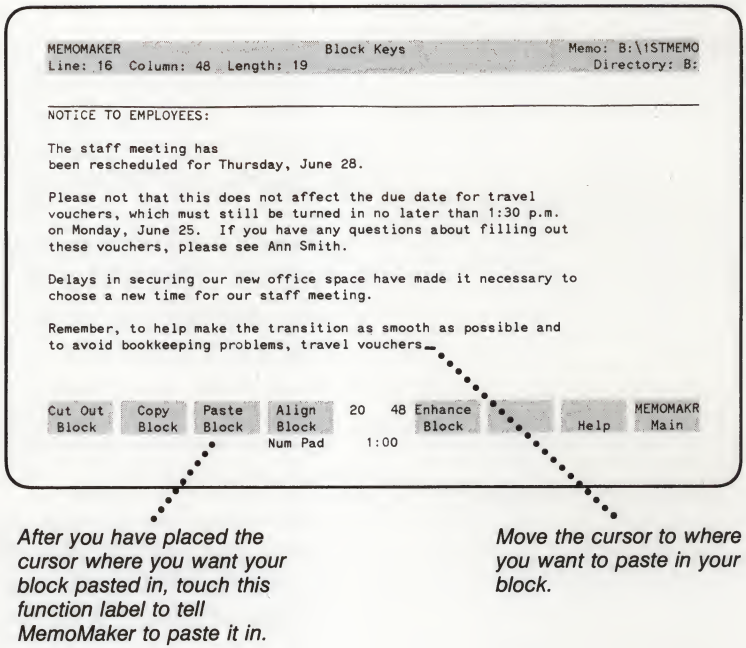
7. When you are satisfied that the highlighted block is the block you want to copy, touch **Block OK** . When the block has been copied, the highlighting disappears from the screen and MemoMaker returns you to the Block Keys screen, with your document showing on the screen.

After your block has been copied, the highlighting disappears.



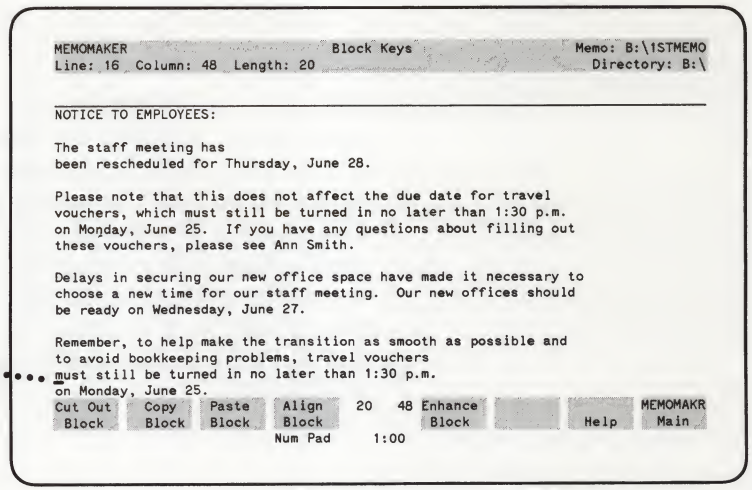
8. Move the cursor to where you want the copy inserted.

9. Touch **Paste Block** . The block you copied is inserted in the text.



After you have placed the cursor where you want your block pasted in, touch this function label to tell MemoMaker to paste it in.

Move the cursor to where you want to paste in your block.



After you touch `Paste Block` *MemoMaker pastes in the block you copied.*

10. Touch `MEMOMKR Main` to return to the Main Keys screen.

Aligning Text

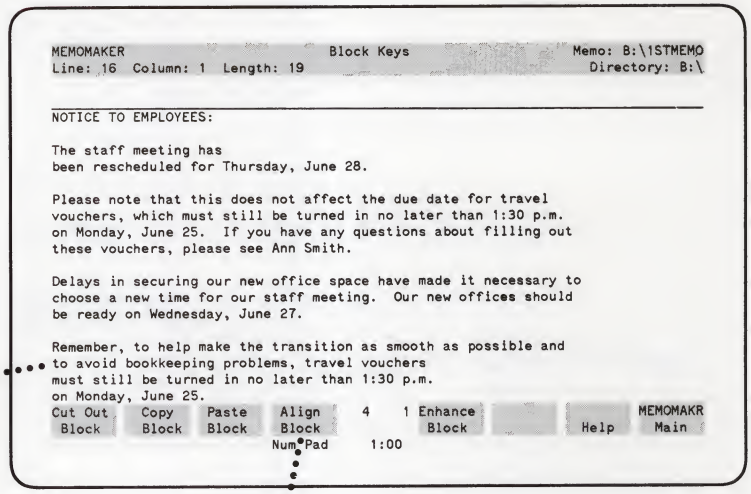
Sometimes when you insert or delete lines, or cut out or move text, you end up with a short line. You can fix the appearance of the document by aligning the text. You also align text after you change the margins of an existing document or when you justify the right margin. To align text, you use the Block Keys.

- MemoMaker removes all spaces at the beginning and end of each line in the block to be aligned.
- MemoMaker closes up extra spaces within lines to produce proper spacing between words and after punctuation marks. For example, if there are two spaces between words, MemoMaker closes them up so there is only one space. If there are three or more spaces after a period, MemoMaker reduces them to two.
- MemoMaker brings up words from successive lines to fill in earlier lines. If a line ends with a hyphen, MemoMaker does not eliminate the hyphen and close up the space. For example, if a line ends with "wel-" and the next line begins with "come," MemoMaker would combine them to produce "wel- come." Therefore, make sure you have no lines ending with a hyphen in the block you want to align.
- MemoMaker leaves blank lines alone.

You can align a paragraph at a time or you can align the whole document in one operation. Because MemoMaker removes spaces at the beginning and end of lines and closes up multiple spaces within lines during alignment, don't use it where you have tables. If your document has indented paragraphs, you will need to align each paragraph separately, marking the first letter in the first word of the paragraph as the beginning of the block. If you mark the first column of the first line, MemoMaker removes the indented spaces and you end up with a block paragraph.

To align text:

1. On the Main Keys screen, touch `Block Keys` .
2. With the document showing on the Block Keys screen, move the cursor to the first character of the section you want to align.

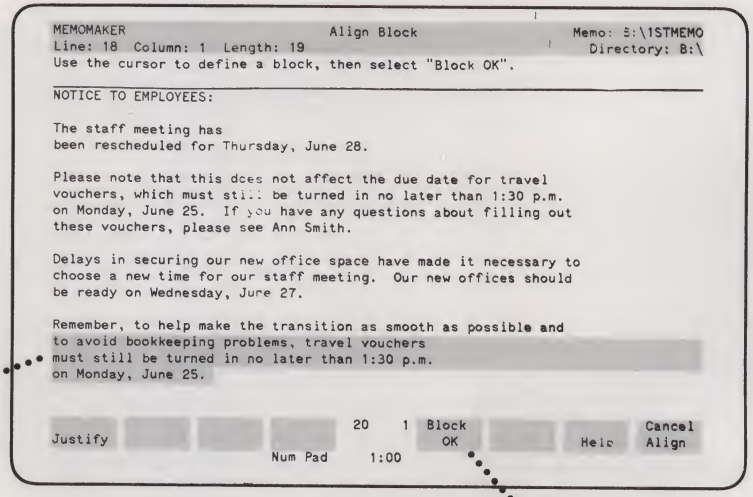


To fix this short line, move the cursor to the beginning of the line before touching `Align Block` .

This MemoMaker function lets you fix uneven lines. Touch this function label after you have moved the cursor to the beginning of the line you want to align.

3. Touch `Align Block` . MemoMaker shows you the Align Block screen and asks you to:

```
Use the cursor to define a block, then
select "Block OK."
```



Use the cursor to highlight the block you want to align.

Touch this function label after you have marked the block to be aligned.

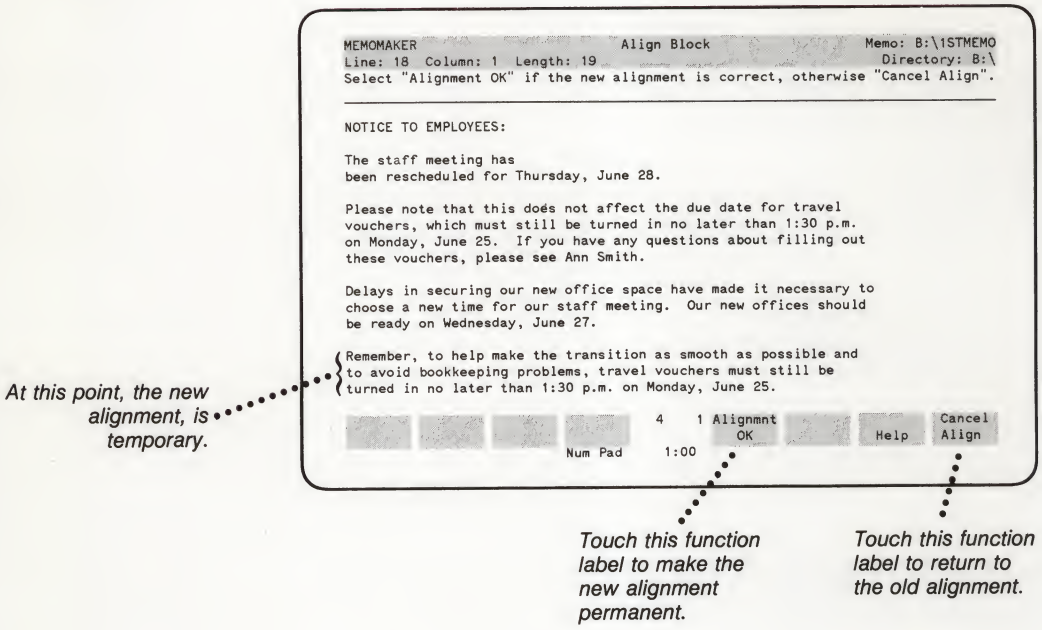
4. Move the cursor at least one character past the end of the block you want to align. As you move the cursor, MemoMaker highlights the block you are defining.

If you find you can't define the block you want, check to see where the cursor is. The cursor must be at the beginning of the block before you start to define it. If the cursor is in the middle of the block, touch `Cancel Align` and begin again with step 3.

5. Check to make sure you have correctly defined your block, make any necessary adjustments, and then touch `Block OK` .

 Memomaker aligns your text on the screen and shows you a new set of function labels. At this point, your alignment is temporary. MemoMaker asks you to:

   ```
   Select "Alignment OK" if the new
   alignment is correct, otherwise
   "Cancel Align".
   ```



6. If you are satisfied with the alignment, touch `Alignment OK` to lock in the new alignment. MemoMaker returns you to the Block Keys screen.
7. If you don't want the new alignment, touch `Cancel Align` to undo the new alignment and restore the old alignment. MemoMaker returns you to the Block Keys screen.
8. To align another block, start over with step 1.
9. To return to the Main Keys screen, touch `MEMOMAKR Main` .

6 Moving or Copying Text Between Documents

MemoMaker lets you easily move or copy text from one document to another. Using these features, you can combine two documents and you can make a separate document out of part of an existing document. The basic cut and paste and copy and paste operations are described in Chapter 5.

Moving or Copying a Block between Documents

If you want to use information in one document as part of another document, you can tell MemoMaker to transfer the information for you. You take these four steps:

- Get the memo with the text you want to copy or move.
- Cut out or copy the block from that document.
- Get the memo to which you want to add the block.
- Paste the block into the second document.

To move text between documents on the same disc:

1. Get the document that has the text you want to move or copy. ("Getting a Document" is in Chapter 4.)
2. On the Main Keys screen, touch `Block Keys` to get to the Block Keys screen.
3. Cut out or copy the block you want to move. (Cutting out and copying are in Chapter 5.)
4. Touch `MemoMaker Main` to return to the Main Keys screen. The first document is still showing on the screen.

5. Get the second document--the one into which you want to move the text. (Remember, if you cut out a block or otherwise made any changes to your first document, you must tell MemoMaker whether or not you want to save those changes as part of your permanent document. Copying a block is not considered a change.)
6. With the second document now showing on the Main Keys screen, touch `Block Keys` to get to the Block Keys screen.
7. Move the cursor to where you want to insert the block from the first document.
8. Touch `Paste Block` . MemoMaker inserts the block from the first document.

 Remember, MemoMaker will not split a line when pasting in a block of text. If there wasn't room to place the first line of your insert where you indicated it should be pasted, MemoMaker will begin the insertion on the next available line.
9. If necessary, align your document. ("Aligning Text" is in Chapter 5.)
10. Touch `MEMOMAKR Main` to return to the Main Keys screen.

Follow the same procedure, but be sure to include the drive and directory name when you get the second document in step 5. For example, if you are moving text from a document in Drive B over to a document in Drive A, you would ask for

A: (document name) when you get the second document.

If one of the documents is on a disc not currently in a drive:

Follow the basic procedure. Before typing in the name of the second document in step 5, either insert the disc into an empty drive or take out the disc that doesn't contain the MemoMaker application and replace it with the disc that contains the second document. Then get the second document and continue with step 6.

Making a New Document from Part of an Old Document

Making a new document from part of an old document is just like moving or copying text. You just move or copy the text into your temporary workspace. Then you tell MemoMaker to save what is in the temporary workspace as a permanent document.

To make a new document from part of an old document:

1. Get the document. ("Getting a Document" is in Chapter 4.)
2. On the Main Keys screen, touch `Block Keys` to get to the Block Keys screen.
3. Cut out or copy the block that you want to make into a separate document. (Cutting out and copying are in Chapter 5.)
4. Touch `MEMOMAKR Main` to return to the Main Keys screen.
5. Touch `File Keys` to get to the File Keys screen.
6. Touch `Clear Workspce` to clear the screen to make room for your block. (The block you cut out or copied is sitting in the buffer waiting for you.)
7. Touch `MEMOMAKR Main` to return to the Main Keys screen.
8. Touch `Block Keys` to get to the Block Keys screen.
9. Touch `Paste Block` . The block you cut out or copied appears on the screen.
10. Touch `MEMOMAKR Main` to return to the Main Keys screen.
11. Touch `File Keys` to get to the File Keys screen.

12. Name and save the new document. (Naming and Saving a Document" is in Chapter 3.)

13. Touch `MEMOMAKR Main` to return to the Main Keys screen.

Combining Documents

Combining documents is like moving or copying text. You just move or copy an entire document instead of part of a document. To combine documents, you go through the same steps as for cutting and pasting or copying and pasting text, marking the whole document as the block that you want to cut out or copy. (A quick way to mark an entire document as a block is to start with the cursor at the beginning of the document, select Cut Out Block or Copy Block, and then press Shift ▷ to move to the end of the document. "Cutting and Pasting a Block of Text" and "Copying and Pasting a Block of Text" are in Chapter 5.)

Using Underline, Boldface, and Justification

With MemoMaker, what you see is what you get. That means MemoMaker shows you your document on the screen as you will see it when you print it out. You can underline, put text in boldface, and justify or unjustify your text (that means make the right margins even or ragged).

Whatever you tell MemoMaker to do shows up immediately on your screen. (Underlining shows up as italics on your screen. The words in italics will be in regular type and underlined when the document is printed.)

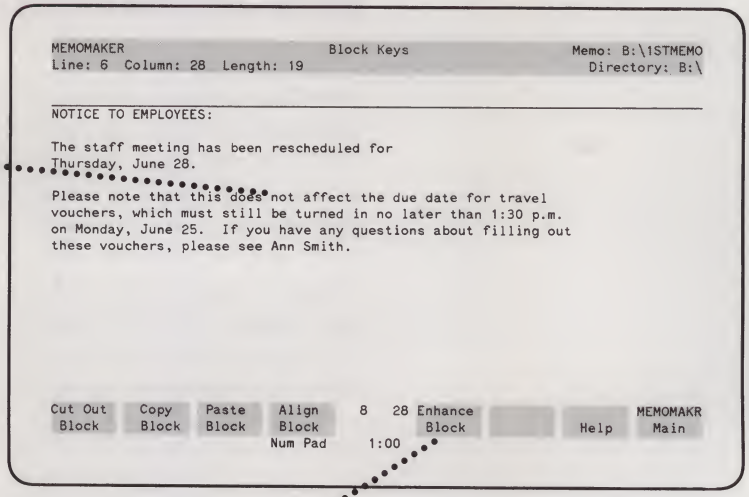
Enhancing Your Text—Underlining, Boldface, and Undoing Either

In MemoMaker, you can underline text or put text in boldface. You can also change your mind and undo either. (You can use both underlining and boldface in the same document, but not together on the same words.) MemoMaker calls boldface and underlining "enhancements." For these enhancements to show up when you print, your printer must be capable of underlining and boldface.

- There are three enhancement settings: `Enhance:Underln` , `Enhance:Bold` , and `Enhance:None` (for undoing underlining or boldface).
- All enhancements, even when done to a single letter or word, are considered block operations in MemoMaker.
- You can only work with one block at a time. That is, you cannot tell MemoMaker to underline line 3, skip lines 4 through 12, and then underline line 13. This requires two block operations, one for line 3 and a second for line 13.

To underline or to put text in boldface:

1. With the document showing on the Main Keys screen, touch `Block Keys` to get to the Block Keys screen.



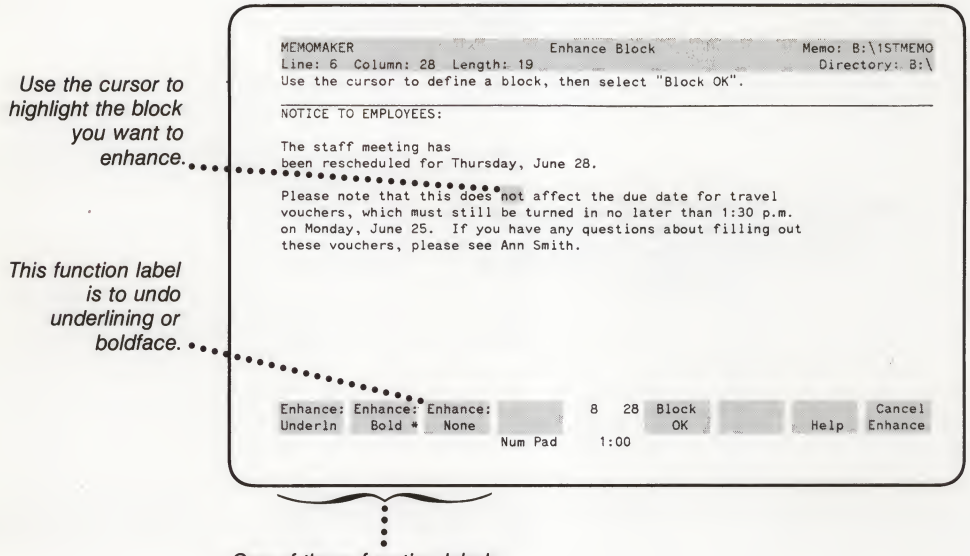
Move the cursor to the first character of the block you want to enhance.

After you have moved the cursor to the first character you want to enhance, touch this function label to get to the Enhance Block screen.

2. Move the cursor to the first character of the section you want to enhance.
3. Touch `Enhance Block` to get to the Enhance Block screen.

 MemoMaker asks you to:

   ```
   Use the cursor to define a block,
   then select "Block OK."
   ```



Use the cursor to highlight the block you want to enhance.

This function label is to undo underlining or boldface.

One of these function labels will have an asterisk, which indicates it is active. To move the asterisk, touch the function label you want.

4. Look at `Enhance:Underln` and `Enhance:Bold`. An asterisk indicates which enhancement you will get. If the asterisk is not in the function label you want, touch the function label you want. The asterisk will move to that function label.

5. Move the cursor at least one character past the end of the block you want to enhance. As you move the cursor, MemoMaker highlights the block you are defining.

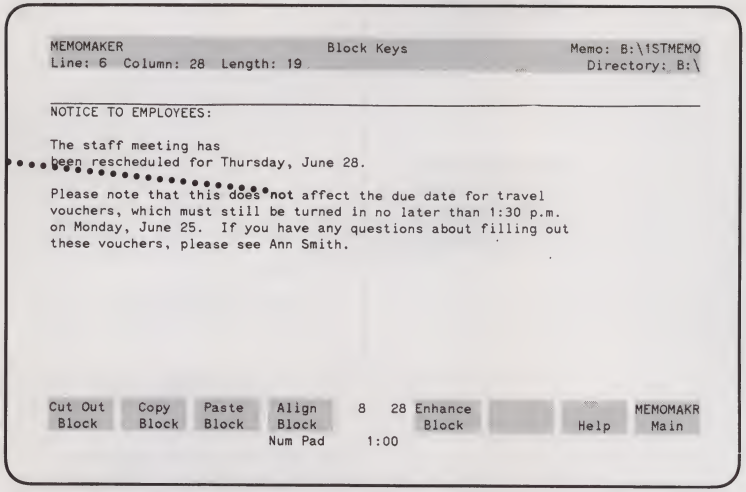
 If you find you can't define the block you want, check to see where the cursor is. The cursor must be at the beginning of the block before you start to define it. If the cursor is in the middle of the block, touch `Cancel Enhance` and begin again with step 2.

6. Check to make sure you have correctly defined your block, make any necessary adjustments, and then touch `Block OK`.

 MemoMaker changes your text on the screen as you instructed and returns you to the Block Keys screen.

After your block is enhanced, MemoMaker returns you to the Block Keys screen.

The block you highlight has been enhanced as you instructed (in this case, boldface).

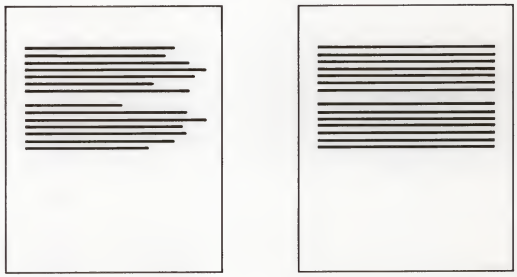


7. If you want to enhance another block, repeat starting from step 3.
8. When you have finished enhancing text, touch `MEMOMAKR Main` to return to the Main Keys screen.

To undo underlining or boldface: If you change your mind, go through this same series of steps, putting the asterisk in `Enhance:None` in step 4.

Justifying (and Unjustifying) Text

When you justify text, you set up the lines so that the right margin is even. MemoMaker does this by adjusting the spacing between words so that each line is the same length. Unjustified text has an uneven right margin and is often referred to as having a ragged right margin.



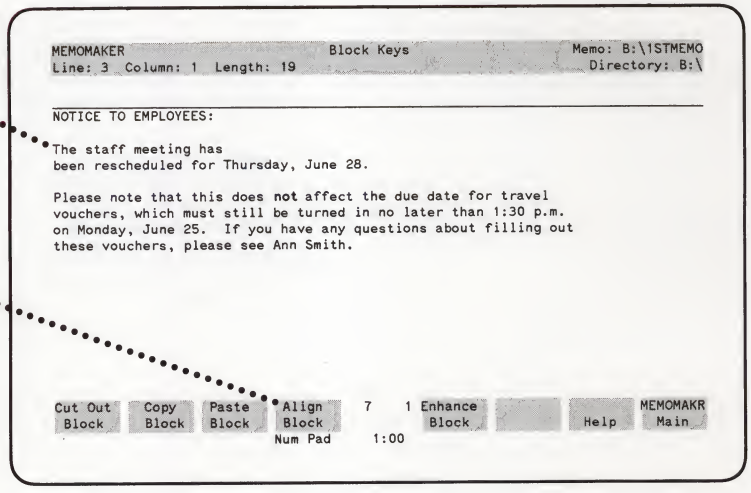
In MemoMaker, justifying is a special type of aligning.

To justify copy, you use the Block Keys:

1. With the document showing on the Main Keys screen, touch `Block Keys` .

Move the cursor to the first character of the block you want to justify.

After you have moved the cursor to where you want to start, touch this function label to get to the Align Block screen where you can tell MemoMaker to justify text.

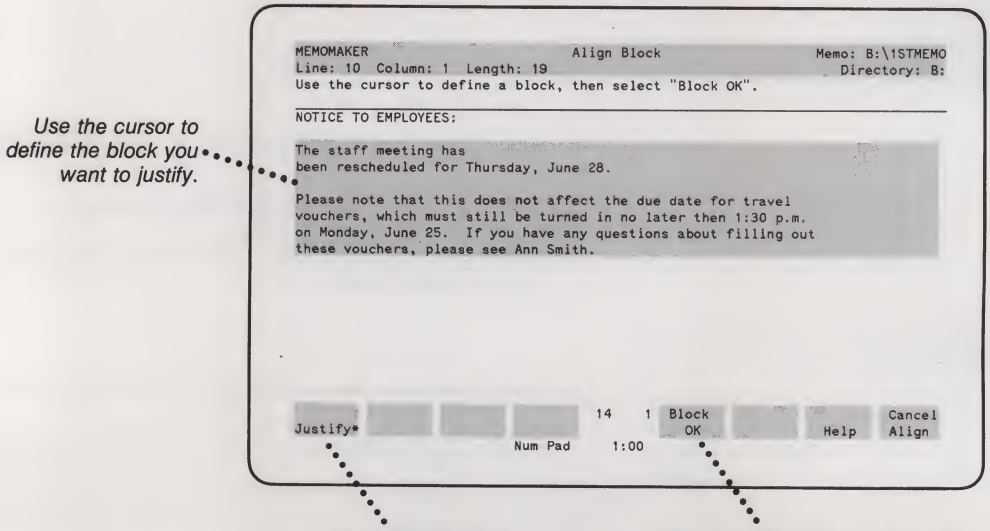


2. On the Block Keys screen, move the cursor to the first character of the block you want to justify.
3. Touch `Align Block` .

 MemoMaker shows you the Align Block screen and asks you to:

   ```
   Use the cursor to define a block,
   then select "Block OK."
   ```

4. Look at `Justify` . An asterisk means MemoMaker is set to justify your text. If there is no asterisk, touch `Justify` . An asterisk appears.



Use the cursor to define the block you want to justify.

Look at the `Justify` *function label. To justify text, there must be an asterisk. If there isn't, touch this function label to insert an asterisk and turn Justify on.*

Touch this function label after you have marked your block and turned Justify on.

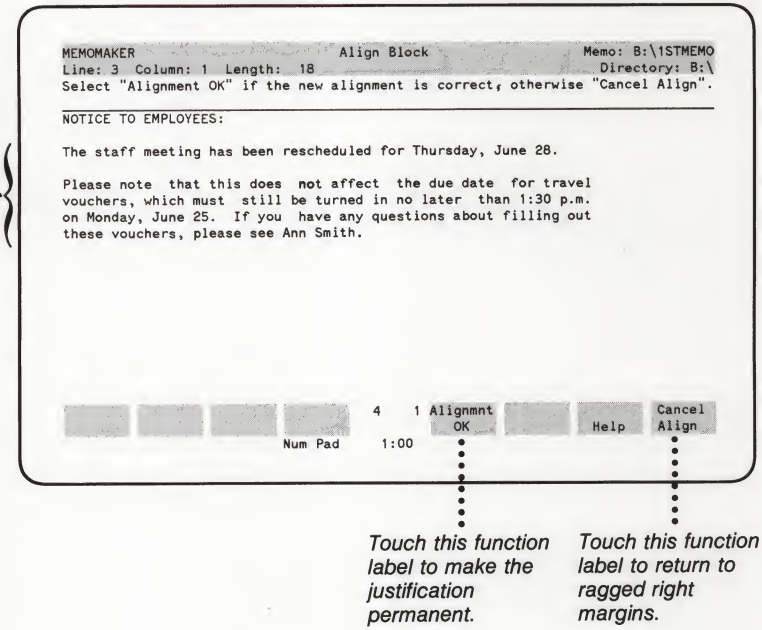
5. Move the cursor at least one character past the end of the block you want to align. As you move the cursor, MemoMaker highlights the block you are defining.

 If you find you can't define the block you want, check to see where the cursor is. The cursor must be at the beginning of the block before you start to define it. If the cursor is in the middle of the block, touch `Cancel Align` and begin again with step 2.

6. Check to make sure you have correctly defined your block, make any necessary adjustments, and then touch `Block OK` .

 MemoMaker justifies your text on the screen and shows you a new set of function labels. At this point, your text is temporarily justified. MemoMaker asks you to:

   ```
   Select "Alignment OK" if the
   new alignment is correct, otherwise
   "Cancel Align".
   ```



7. If you are satisfied with the justification, touch `AlignmentOK` .

 MemoMaker makes the justification permanent. (You can always go back and unjustify it later.)

8. If after seeing your text in justified form, you decide that you prefer the original unjustified form, touch `CancelAlign` .

 MemoMaker undoes the temporary justification and your document appears in its original form.

9. Touch `MEMOMAKR Main` to return to the Main Keys screen.

To undo justifying: If your text is justified and you want it to be ragged right, you follow this same series of steps, making sure there is no asterisk in `Justify` in step 4.

8 Printing Your Document

Checking Your Printer

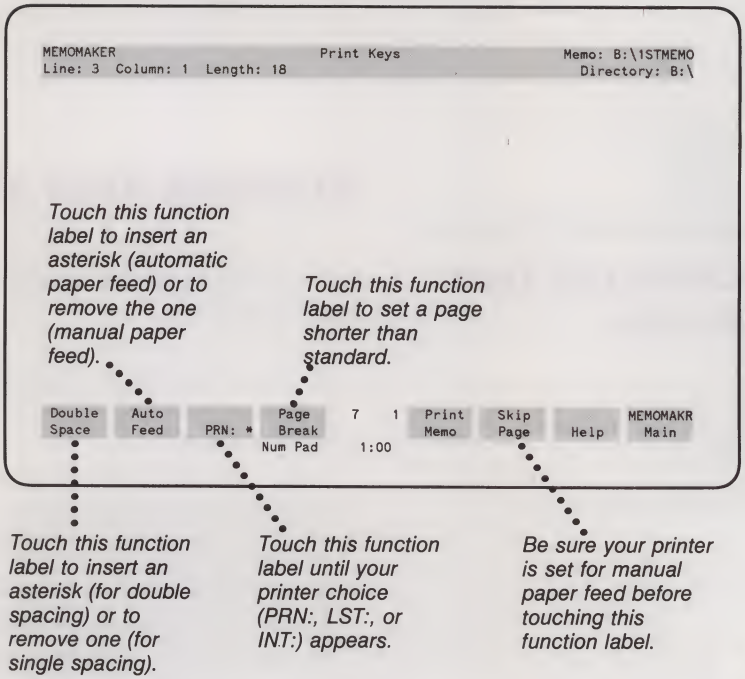
Before trying to print a document, make sure that your printer is set up and ready.

- If you are uncertain which printers you can use with your computer, see Appendix D, "Printers You Can Use with MemoMaker."
- Make sure the printer you are going to use is correctly attached and configured for your HP Touchscreen PC (see *Getting Started With Your HP Touchscreen Personal Computer.*)
- Your printer must be capable of underlining and printing in boldface for these enhancements to show up on paper. If you don't know whether your printer has such capabilities, check Appendix D in this book.
- Make sure the printer is turned on and is running properly.
- Insert your paper.

Getting Ready to Print

Get the document you want to print. ("Getting a Document" is in Chapter 4.)

With the document showing on the Main Keys screen, touch `Print Keys` to get to the Print Keys screen.



Entering Your Printing Instructions

From the Print Keys screen, you can tell MemoMaker:

- whether to single space or double space the document
- whether to use manual or automatic paper feed
- which printer to use
- where to break pages

The printing instructions contained in MemoMaker's standard format are:

■ printer spacing	single (55 lines per page)
■ paper feed setting	manual
■ which printer to use	PRN: (primary printer)

You can change the printing instructions temporarily or create a new format that contains your changed instructions.

To set the printer for single spacing or double spacing:

- An asterisk in `Double Space` means the printer is set to double space your document.
- No asterisk in `Double Space` means the printer is set to single space your document.

To change the printer spacing setting, touch `Double Space` . If there was an asterisk, it will disappear. If there was no asterisk, one will appear.

To set the paper feed for automatic or manual feed:

- An asterisk in `Auto Feed` means the printer is set for automatic paper feed. Use this setting with continuous paper. With this setting, the printer will print the entire document without stopping (or until you touch `Cancel Print`).
- No asterisk in `Auto Feed` means the printer is set for manual paper feed, that is, to print one sheet at a time. With this setting, MemoMaker will stop after it prints a page.

To change the paper feed setting, touch `Auto Feed` . If there was an asterisk, it will disappear. If there was no asterisk, one will appear.

To tell MemoMaker which printer to use: MemoMaker gives you a choice of three printers:

- PRN: the primary printer
- LST: the secondary printer
- INT: the internal printer

PRN and LST can be set to indicate any printer you want, even the internal printer. INT is always the internal printer. You use the Device Config program or Easy Config to set the values for PRN and LST when you set up your system. See

Using Your HP Touchscreen as a Personal Computer for instructions on how to set your PRN and LST values.

To change the printer you want MemoMaker to use, touch the third function label from the left until the printer you want appears in that box.

To set page breaks to override the standard page lengths: Unless you tell MemoMaker otherwise, it will break your document into pages according to its standard page measurements, which assume you will be using pages that are 8 1/2 x 11 inches.

- When the printer is set for single spacing, a page is 55 lines long.
- When the printer is set for double spacing, a page is 28 lines long.

If you want a shorter page, you can tell MemoMaker to end a page sooner. You can not have a page longer than the standard. For example, if you have a new subject heading at line 51 of your document and you want to start that new subject on a new page, you can tell MemoMaker to end that page at line 50. Then it will start the next page with line 51 of your document. A quick way to see where your natural page breaks are is to use the Skip Page feature. (See "To Skip Pages" later in this chapter.)

You can set page breaks as you type your document or when you get ready to print your document.

To set a page break as part of your print instructions:

1. On the Print Keys screen, find the last line you want on your page and then move the cursor to the first line of the next page.
2. Touch `Page Break` . The page break symbol, `.PA`, appears on a new line above the cursor line.

 The .PA line is included in the total line count for your document, but does not actually print out as a line. Therefore, it is not counted as one of the lines that comprises a printed page.

Printing a Document

To print a document:

1. Get the document you want to print.
2. With the document showing on the Main Keys screen, touch `Print Keys` to get to the Print Keys screen.
3. Review the printing settings and make any changes you want.
4. Position the cursor at the beginning of the document.
5. Touch `Print Memo` .

 If your paper feed is set for manual feed, MemoMaker will print one page and then stop so that you can insert the next sheet of paper. Touch `Print Memo` to print the second page, and so on.

 If your paper feed is set for automatic feed, MemoMaker will print the whole document through to the end.
6. When you have finished printing, touch `MEMOMAKR Main` to return to the Main Keys screen.

Printing Part of a Document

With MemoMaker, you can also print part of a document. You can begin the printing anywhere and end it anywhere, and you can skip pages in between. To stop printing before the end or to skip pages when printing, your printer must be set for manual paper feed.

To start the printing partway into a document: To start printing partway into a document, just follow the directions for printing. Position the cursor where you want to start printing before you touch `Print Memo` .

To stop the printing before the end of a document: To stop printing before the end of a document:

1. Set the paper feed instruction for manual feed.

2. Put in a page break after the last line that you want printed.
3. Follow the instructions for printing a document.

To skip pages during printing: MemoMaker's Skip Page feature lets you skip pages during printing. It is also a good way to see how your document divides into pages. For example, you might touch `Skip Page` and find that one page ends in the middle of a chart. To avoid such a break, you can then go back and insert a page break to solve the problem. (See "Setting Page Breaks" earlier in this chapter.)

1. Set the paper feed instruction for manual feed and follow the basic instructions for printing a document.
2. When you get to the point where you want to skip a page, touch `Skip Page` until you get to the next page you want to print.

 If there is a page break symbol (.PA), MemoMaker will skip to the line following it. If you are set for double spacing, MemoMaker skips 28 lines; for single spacing, MemoMaker skips 55 lines. If you want to start printing in the middle of a page, move the cursor to that line.
3. Insert your next sheet of paper.
4. Touch `Print Memo` to resume printing.

 MemoMaker prints until it sees a page break or until it prints 55 single-spaced lines or 28 double-spaced lines.
5. Either print through to the end of your document or repeat steps 2 through 4 whenever you want to skip a page.
6. When you have finished printing, touch `MEMOMAKR Main` to return to the Main Keys screen.

9 Copying a Document

In MemoMaker, you can copy either part of a document or a whole document.

There are three ways to copy in MemoMaker:

1. You can copy a block to the buffer, paste the block into an empty workspace, and then save the document in the workspace.
2. You can copy a document you have already saved by resaving it under another name.
3. You can copy using File Manager.

Copying Using Copy and Paste

If you are copying **part** of a document (i.e., a block), you must use the first method: copy and paste. What you are really doing is making a part of a document into a separate document. This procedure is described in Chapter 6. (You can also use this method to copy a whole document by marking the whole document when you define your block.)

To recap:

1. Call up the document and copy the block you want to make into a separate document.
2. Clear the workspace and paste the block into the empty workspace.
3. Name and save the document in the workspace as a permanent disc file.

Copying by Resaving

If you are copying a whole document, you can use either method. The easiest and fastest way to copy is the second method: resaving it under another name.

Two major reasons for copying a document are to make a duplicate copy or to move a document to another disc. Both of these operations involve copying to a different disc.

You should make a regular practice of duplicating files. That way, you protect your files in case the original disc ever gets damaged, or there is a power failure when the disc is in the computer, or someone handles the disc improperly.

You can also use copying to bring together documents that are scattered on several discs. Let's say you decide you'd like to have all the Jones documents on one disc: you might need to move documents from one disc to another to do this. You move documents by copying them.

To copy onto a different disc:

1. If you want to make two copies of a new document, first name and save the document. ("Naming and Saving a New Document" is in Chapter 3.)

 After you name and save the document, you are still on the File Keys screen and the document is still showing on the screen. Then go on to step 3 to save the document a second time on a different disc.

2. If you want to copy a document that is not on the screen, get that document (it will be shown on the Main Keys screen) and then touch `File Keys` to go to the File Keys screen. ("Getting a Document" is in Chapter 4.)

3. If you have an empty disc drive, insert the disc on which you want to store your copy. Otherwise, take out the disc that doesn't contain the MemoMaker application and put in the disc you want. Be sure the red light on the disc drive is off when you remove your disc.

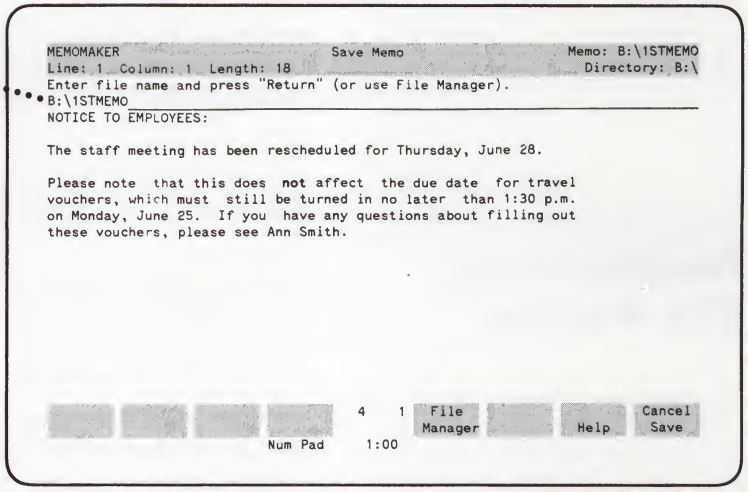
4. Touch `Save Memo` .

MemoMaker shows you the Save Memo screen and tells you to:

```
Enter file name and press
"Return" (or use the File Manager)
```

The current name of the document appears on the response line at the top of the screen.

This name is the name of the document showing on your screen. If you want this name as the name of your copy, press Return . *Otherwise, type in a new name.*



5. Since you are copying to a different disc, either use the old name on the response line (if it is also different from any other file name on the disc to which you are saving it) or type in a new name. If you are copying to a disc in a drive or directory other than the default drive and directory, be sure to include the drive name and/or a directory name that already exists on that disc. Then press Return .

MemoMaker creates a disc file for your document under the new name you have just typed. The full file name appears in the upper right-hand corner of your screen and the document remains showing on the screen.

You now have two copies of your document, the copy on the disc you removed from the computer and a copy on the disc now in the computer. You can work on the document again, make another copy, or go on to another document.

6. To clear the workspace for the next document, touch `Clear Workspace` .

 This clears what is showing on the screen, but in no way affects your permanent disc files.

7. To return to the Main Keys screen, touch `MEMOMAKR Main` .

To copy onto the same disc, the procedure is the same. Since you are copying onto the same disc, skip step 3 (switching discs) and be sure to give your copy a different path name or file name.

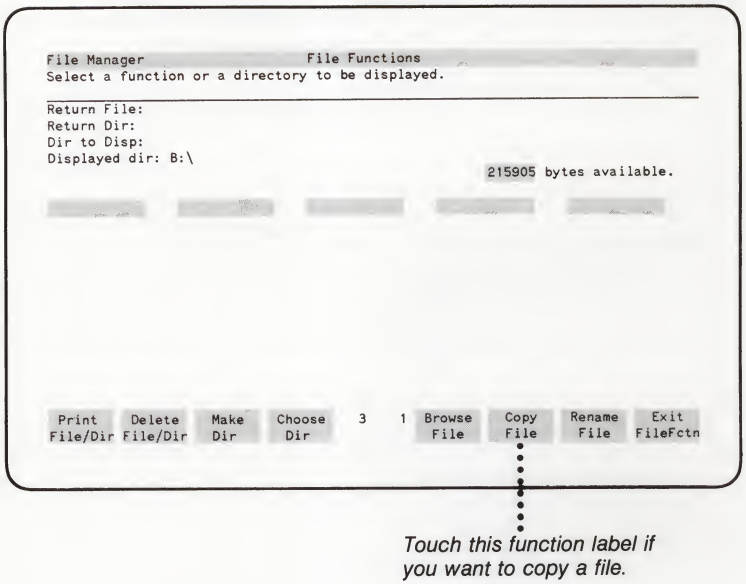
Copying Using File Manager

If you are copying a number of files, you may find it faster to use the File Manager to copy each file in turn.

1. On the Main Keys screen, touch `Get Memo` .
2. On the Get Memo screen, touch `File Manager` to get to the File Manager. File Manager asks you to:

   ```
   Select a function or a directory
   to be displayed.
   ```

3. On the File Manager screen, touch `File Funct'ns` to get to the File Functions screen.



4. Touch `Copy File` to get to the Copy screen. File Manager asks you to:

   ```
   Select or type the file name to copy.
   ```

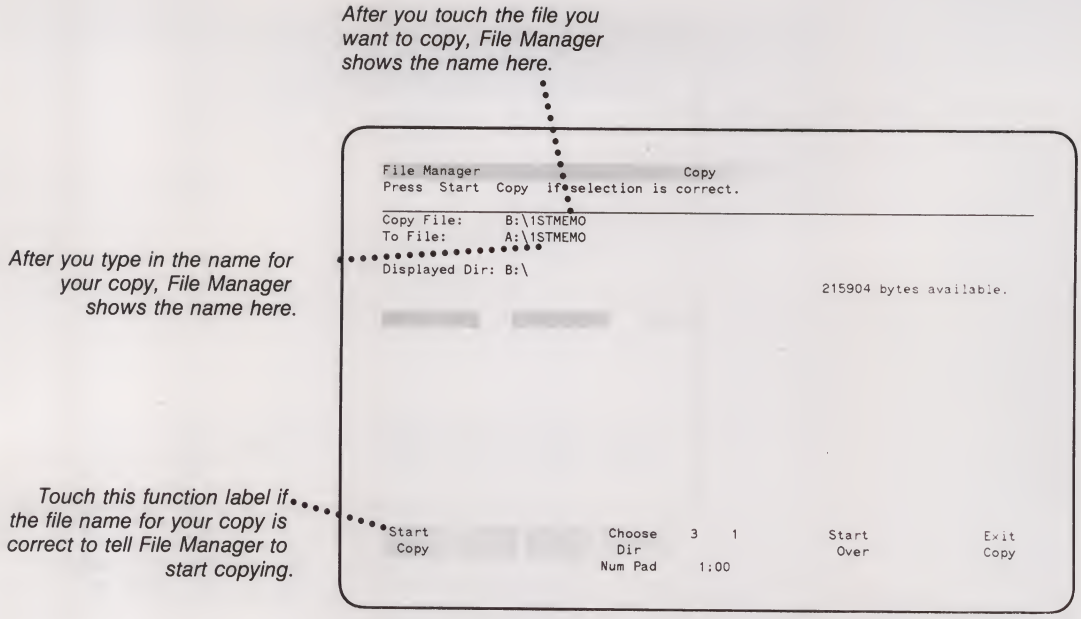
5. Touch the file name you want to copy; or tab over to it and then press Select ; or type in the name and press Return . File Manager asks you to:

   ```
   Select or type the file name
   to copy to.
   ```

6. Type in a name for the copy and press Return . (If you are not copying to the default drive and directory, be sure to include the drive and directory you are copying to as part of your file name.)

 File Manager shows the name you chose and asks you to:

   ```
   Press Start Copy if selection
   is correct.
   ```



7. If you made a mistake, touch `Start Over` and go back to step 5.

8. When you are satisfied that your selection is correct, touch `Start Copy` . File Manager tells you it is:

   ```
   Copying the selected file.
   ```

 After the file has been copied, you will see the file name on the screen for the copy your just made. File Manager inserts it in alphabetical order among the other files that are listed.

9. If you want to copy another file, go back to step 5.

10. To return to MemoMaker, touch the eighth function label three times--first to exit the Copy screen, next to exit the File Functions screen, and then to leave File Manager and go back to MemoMaker's Get Memo screen.

11. Touch `Cancel Get` to return to the Main Keys screen.

10 Clearing the Workspace and Deleting a Document

This chapter tells you how to clear a document from the workspace and how to delete a document that has been stored as a disc file.

Clearing the Workspace

- If you clear a document from the workspace that hasn't ever been saved, you will erase all traces of that document.
- If you retrieve a document that has been saved, make no changes, and then clear it from the workspace, it in no way affects the disc file for that document. The document still exists on the disc in the form in which it was last saved.
- If you retrieve a document that has been saved and make changes to it while it is in the workspace, MemoMaker will ask you if you want to save those changes before it clears the document from the workspace. You can:
 - save the document in the workspace and have a new document,

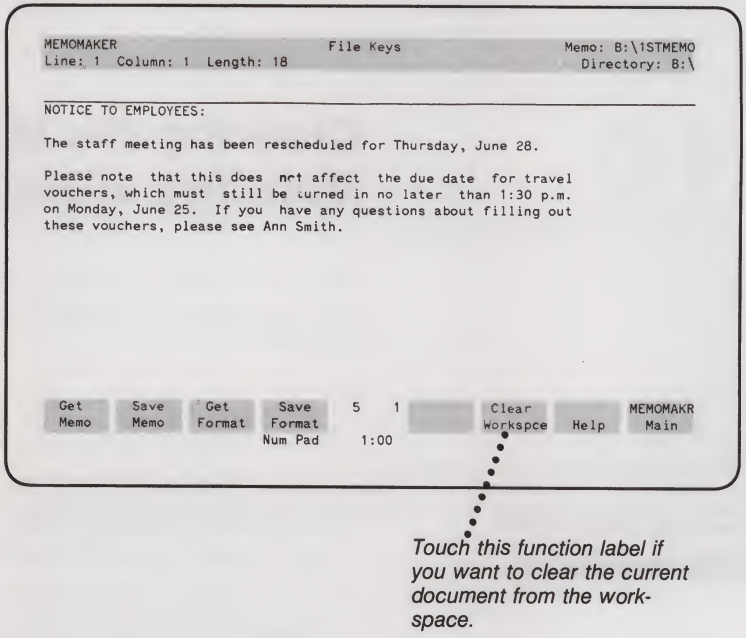
 or

 - discard the document in the workspace and keep the original document.

You clear the workspace on the File Keys screen or by pressing Clear display on any screen.

To clear the workspace on the File Keys screen:

1. On the Main Keys screen, touch File Keys to get to the File Keys screen.



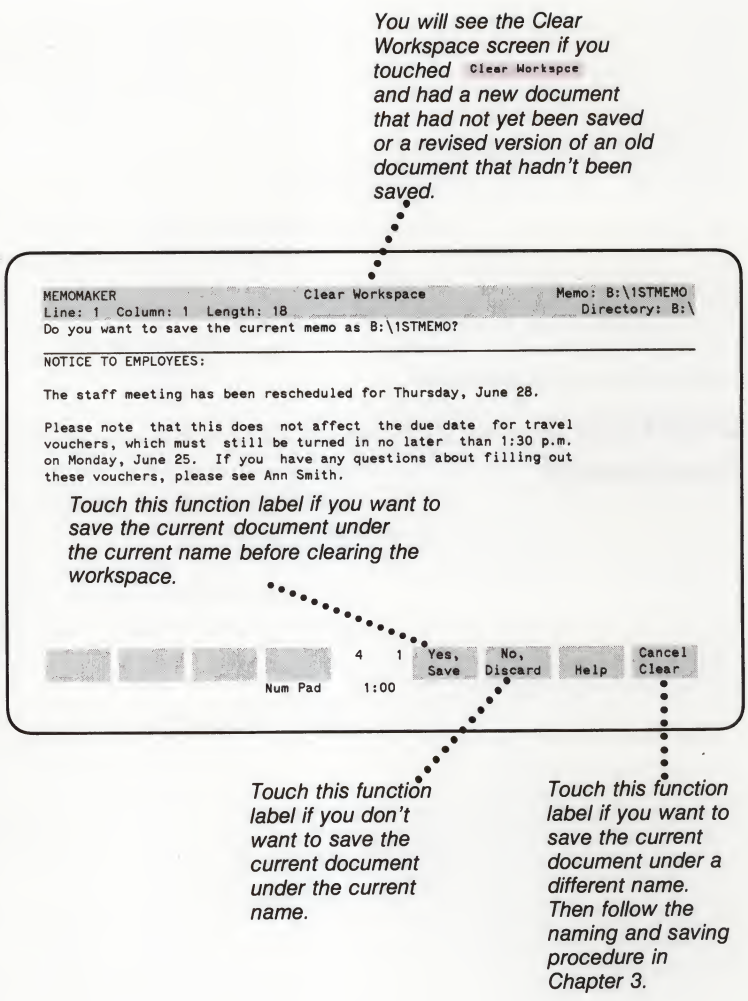
Touch this function label if you want to clear the current document from the workspace.

2. On the File Keys screen, touch `Clear Workspce` .

If you hadn't yet saved the document or if you made no changes to the document after you retrieved it, MemoMaker will clear the screen.

If you retrieved a document and made changes to it in the workspace, MemoMaker asks you:

```
Do you want to save the current memo
as (full name of document)?
```



The name MemoMaker gives you is the name you used the last time you retrieved the document.

3. If you want to save the changed document in the workspace and wipe out the original, touch `Yes, Save` . MemoMaker saves the new document and wipes out the old, and then clears the screen. The new document has the same name as the old document.

4. If you want to erase the changed document and keep the old one, touch `No, Discard` . MemoMaker clears the screen and discards the changed memo. The original document is still on your disc exactly as it was before you made the changes.
5. To keep both the old and the new document, touch `Cancel Clear` . Then name and save the document. ("Name and Save a Document" is in Chapter 3.)

Deleting a Document

If you no longer need a document, you can delete it to open up space on your disc. However, be very careful when deleting files, since once you delete them there is no way to get them back.

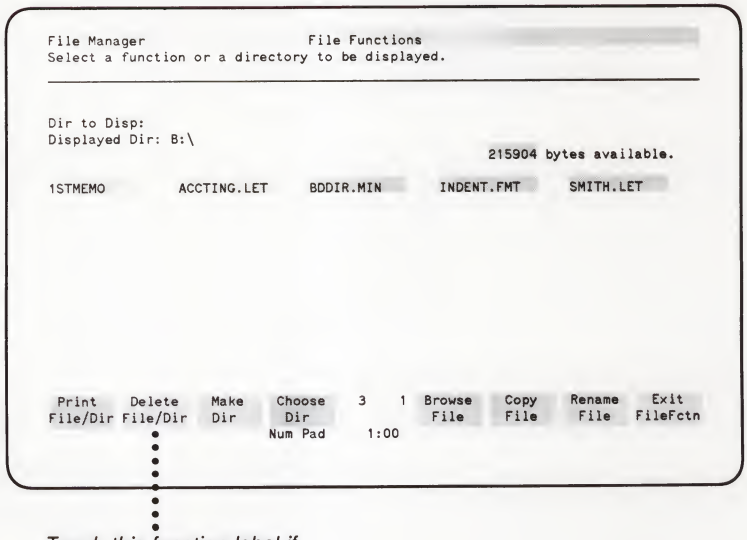
Your MemoMaker application disc contains several files, not strictly necessary, that make MemoMaker easier to use:

help.txt	contains all the MemoMaker Help screens. If you delete this file, Help will not be available.
letter.tpl	contains the letter template
memo.tpl	contains the memo template
startup.fmt	contains the format MemoMaker is loaded with. Because default drive and directory are part of this file, you must have this file to be able to change the default drive and directory.

To delete a document that has been saved, you use the File Manager.

1. On the Main screen, touch `Get Memo` .
2. On the Get Memo screen, touch `File Manager` .
3. On the File Manager screen, touch `File Funct'ns` to get to the File Functions screen. File Manager asks you to:

   ```
   Select a function or a directory
   to be displayed.
   ```



Touch this function label if you want to delete a file.

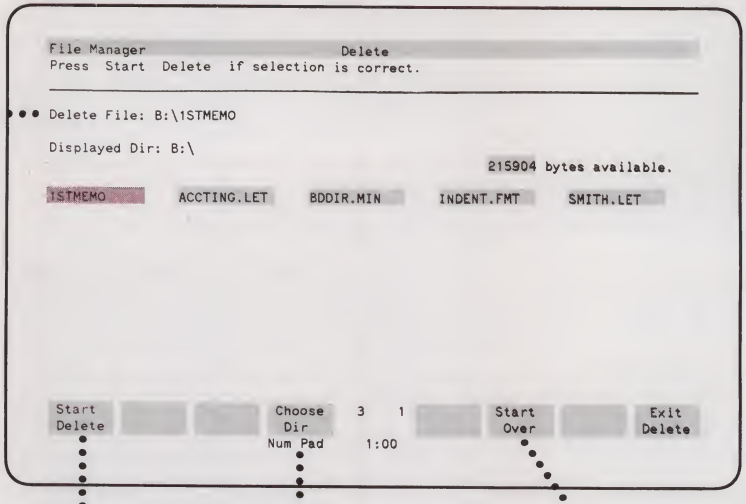
4. On the File Functions screen, touch `Delete File/Dir` . File Manager asks you to:

   ```
   Select or type the file or directory
   name to delete.
   ```

5. You can respond in any of three ways:

Touch the filename, or tab over to it and press Select , or type in the document name and press Return . File Manager asks you to:

```
Press Start Delete if selection
is correct.
```



After you select the file to be deleted, a File Manager shows the name here.

Touch this function label if the name is correct to tell File Manager to start deleting the file.

Touch this function label to see the files in another directory.

Touch this function label if you made a mistake in selecting the file to be deleted.

6. Check the name carefully. **Once the file is deleted, you cannot get it back.** If you made a mistake, touch Start Over and go back to step 5. If you decide you don't want to delete anything, touch Exit Delete .

7. When you are satisfied that you have correctly named the document to be deleted, touch Start Delete . File Manager tells you it is deleting the selected file. After the document has been deleted, the file name disappears from the screen.

8. Touch the eighth function label three times: once to exit the Delete screen, a second time to exit the File Functions screen, and a third time to leave File Manager and return to the MemoMaker. Get Memo screen.
9. Touch `Cancel Get` to return to the Main Keys screen.

11 Changing Formats and Creating New Formats

This chapter tells you how to change a format and how to create, save, and use a new format based on those changes.

Changing a Format vs. Creating a New Format

With MemoMaker, you can change a format temporarily. MemoMaker will use your changed format until you make other changes, or leave MemoMaker and turn off the computer. (Remember, never turn off the computer unitl you have exited MemoMaker.) You can take those temporary changes a step further and save them as a permanent file that you can retrieve and use later. In that case, you don't lose your changes.

You can have several formats--one for single spaced letters, another for double spaced proposals, another for indented quotes, and so on. You save each format under a different name and then get it when you want to use it.

Whenever you first start MemoMaker, you get the format called STARTUP.FMT. If that format doesn't meet your needs, you can make one of your new formats the STARTUP.FMT. That way, whenever you start up MemoMaker you will get your own format and not the original standard.

A MemoMaker format contains information on:

- margins and tab stops
- underlining and boldface
- printing instructions
- default drive and directory
- whether or not text is justified

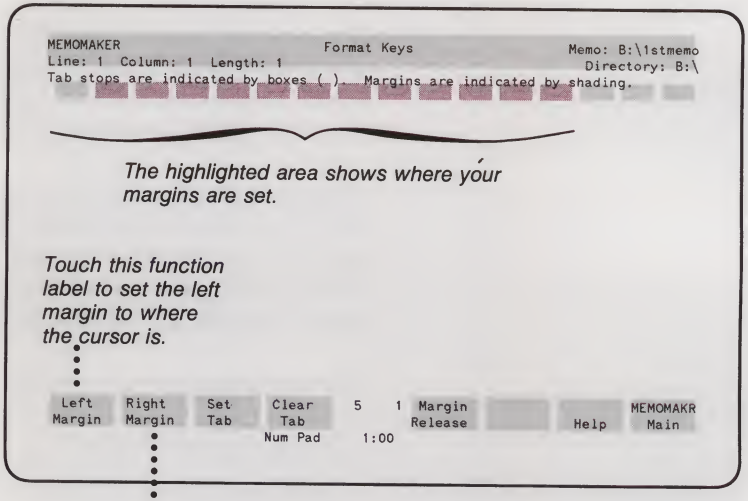
Any time you change any of these instructions, you are changing the format. There will be many times when you just want to make the change temporarily (for example, moving your margins in to indent a quote).

Changing a Format

In this section, we review each element of a format and how to change it. Remember, the changes are temporary. To make them permanent, you must name and save the format as described later in this chapter.

Changing the Margins

To see the ruler that shows where your margins and tabs are: Start on the Main Keys screen and touch `Format Keys` . MemoMaker takes you to the Format Keys screen. Your document is still on the screen and so is the margins and tabs ruler. The farthest left you can set your margin is column 1; the farthest right is column 79.



To change the left margin:

1. With the ruler on the screen, move the cursor to the column where you want your new left margin.
2. Touch `Left Margin` .

To change the right margin:

1. Move the cursor to the column where you want your new right margin.
2. Touch `Right Margin` .

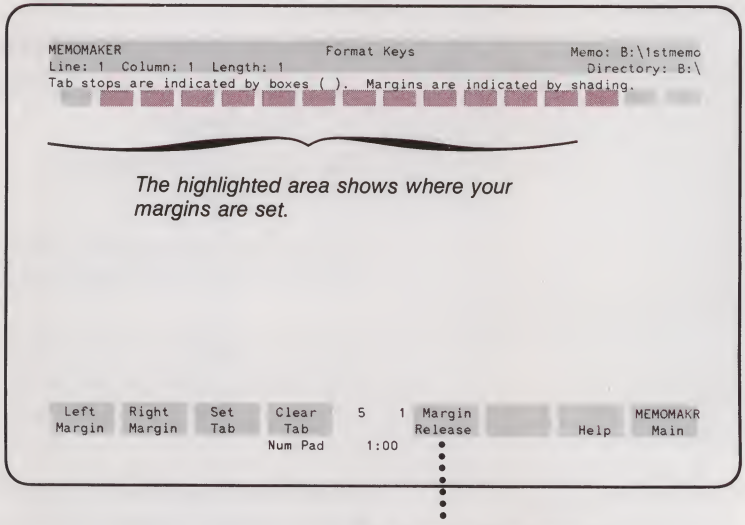
In each case, MemoMaker moves the margin to the column you specify and the highlighting follows.

If you change the margins after a document has been typed, you will need to align the text to fit within the new margins. ("Aligning Text" is in Chapter 5.)

If you want to type past your margins, you must release them. When margin release is on, you can type from column 1 as far over as column 79. MemoMaker's word wrap feature still works when the margins are released and words are wrapped around to column 1 of the following line. If you want to restore your margins and have MemoMaker's word wrap feature keep your text within your original margins, you must turn margin release off.

To release or restore the margins:

1. On the Main Keys screen, touch `Format Keys` to get to the Format Keys screen.

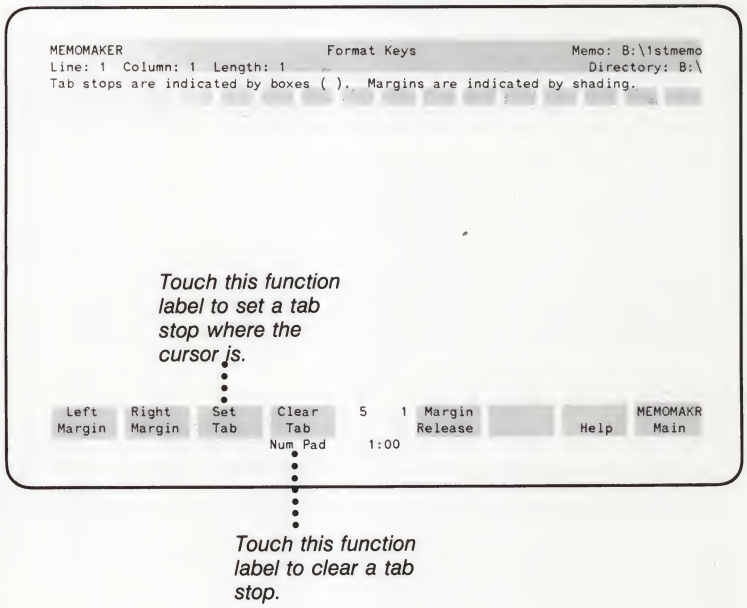


2. If there is no asterisk in `Margin Release`, the margins are set. To release them, touch `Margin Release` and an asterisk appears.
3. If there is an asterisk in `Margin Release`, the margins are released. To restore the margins, touch `Margin Release` and the asterisk disappears. You can also press Return to restore the margins.

Changing the Tab Stops

To clear a tab stop:

1. On the Main Keys screen, touch `Format Keys` to get to the Format Keys screen.



2. On the Format Keys screen, move the cursor to the column with the tab stop you want to clear.
3. Touch `Clear Tab` . MemoMaker erases the box that marks the tab on the ruler line, indicating that the tab has been cleared.

To set a tab stop:

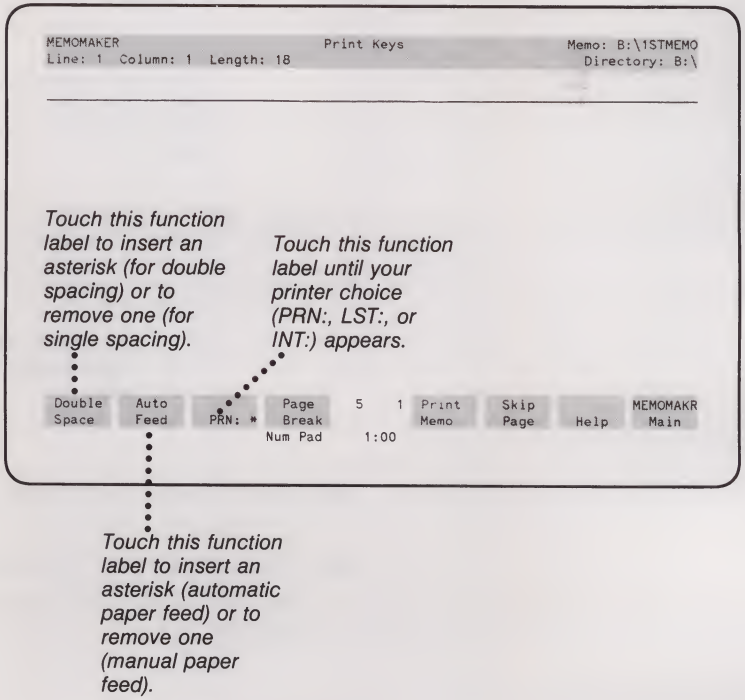
1. On the Main Keys screen, touch `Format Keys` .
2. On the Format Keys screen, move the cursor to the column where you want a tab stop.
3. Touch `Set Tab` . A box appears in that column in the ruler line, indicating that your tab stop has been set.

You can set as many tabs as close together as you want.

Changing Printing Instructions

Chapter 8 discusses printing instructions and tells you how to change them. This section recaps the procedures for making these changes.

All changes in the printing instructions are made using MemoMaker's Print Keys. On the Main Keys screen, touch `Print Keys` to get to the Print Keys screen.



To change the printer spacing instruction:

1. Look at `Double Space` on the Print Keys screen.
2. If there is no asterisk, the printer is set for single spacing. To change to double spacing, touch `Double Space` to insert an asterisk.

3. If there is an asterisk, the printer is set for double spacing. To change to single spacing, touch `Double Space` to remove the asterisk.

To change the paper feed instruction to automatic or manual:

1. Look at `Auto Feed` on the Print Keys screen.
2. If there is no asterisk, the printer is set for manual paper feed. To change it to automatic feed, touch `Auto Feed` to insert an asterisk.
3. If there is an asterisk, the printer is set for automatic paper feed. To change to manual feed, touch `Auto Feed` to remove the asterisk.

To change the printer selection instruction:

1. Look at the third function label from the left.
2. Touch that label until the printer you want (PRN, LST, or INT) appears in the box.

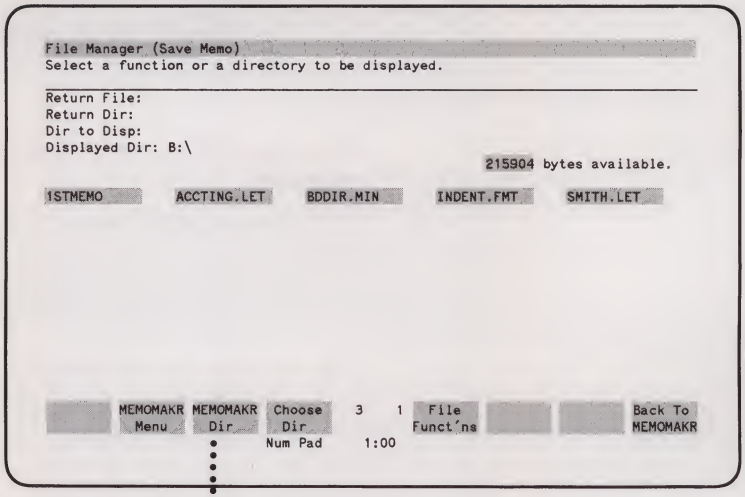
Changing the Default Drive and Directory

When you first start up MemoMaker, the default drive is the drive which contains your MemoMaker application disc and the default directory is the directory which contains the MemoMaker application.

If you will be storing most of your documents on a drive or directory other than the current default drive or directory, you may want to change MemoMaker's default drive and directory.

To change the default drive and directory:

1. On the Main Keys screen, touch `Get Memo` .
2. On the Get Memo screen, touch `File Manager` to get to File Manager.



Touch this function label if you want to change the default drive and/or directory.

3. On the File Manager screen, touch `MEMOMAKR Dir` . File Manager shows you the Return Directory screen and tells you to:

```
Select or type the directory name
to return.
```

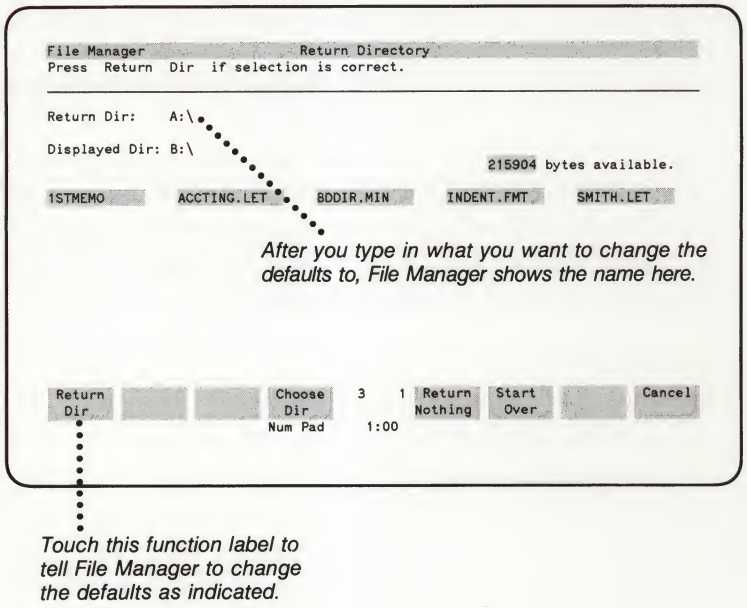
4. If you only want to change the drive instruction, just type in a drive name (for example to change the default drive from B to A, type in A:\). Now MemoMaker is set to store files in the main directory on Drive A.

If you want to change either the directory instruction or both the drive and the directory instructions, type in both the drive name and the directory or subdirectory name you want. (For example, if your default drive is B and your default directory is the Main directory, you would type in A:\Smith)to make the Smith directory on the disc in Drive A the new default drive and directory.)

If you just type in a directory or subdirectory name, that name will be appended to the current default directory. For example, if your default directory is currently B:\Jones and you want to change the default directory to B:\Smith, you must type in B:\Smith. If you simply type in Smith, you will change the default to B:\Jones\Smith.

5. After you have typed in your instructions, press Return. File Manager tells you to:

```
Press Return Dir if selection
is correct.
```



6. Touch Return Dir.

7. Touch Back To MEMOMAKR to return to MemoMaker's Get Memo screen.

8. Touch `Cancel Get` to return to the Main Keys screen.



Unless you save these changes in your STARTUP.FMT file, your changes will not become MemoMaker's default directory. Changes not saved will only remain default until the end of your current session.

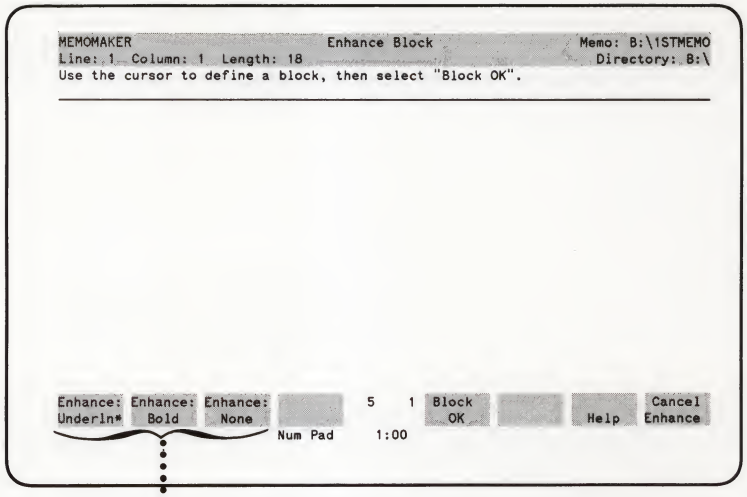
Changing the Enhancement or Justification Setting

Chapter 7 discusses text enhancements and justification and tells you how to change those settings. This section recaps the procedures for making these changes.

You change the enhancement or justification setting by using MemoMaker's Block Keys. On the Main screen, touch `Block Keys` to get to the Block Keys screen.

To change to underlining or boldface, or to undo either:

1. On the Block Keys screen, touch `Enhance Block` . MemoMaker takes you to the Enhance Block screen.
2. On the Enhance Block screen, look at the first three function labels from the left to see which one contains an asterisk.

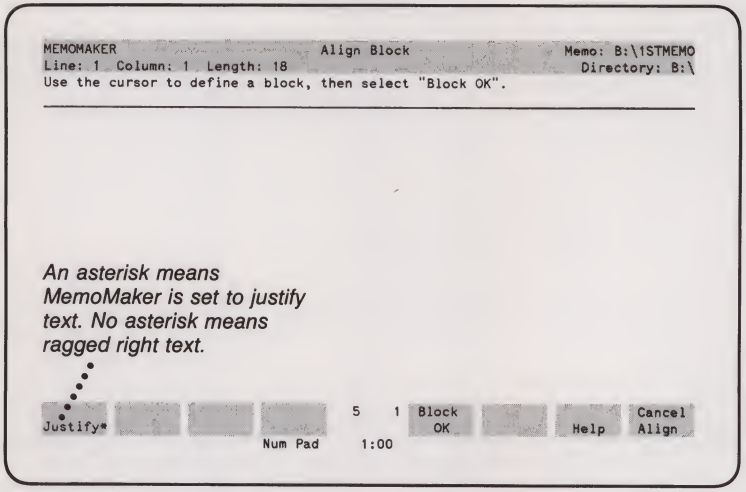


The asterisk shows the active enhancement. To change to another enhancement, touch the function label you want.

3. If the enhancement you want does not have an asterisk, touch the function label you want or press the corresponding function key. The asterisk will move to that function label. (Remember, only one enhancement can have an asterisk at any one time.)

To change to justified or unjustified text:

1. On the Block Keys screen, touch `Align Block` . MemoMaker takes you to the Align Block screen.
2. Look at the `Justify` on the Align Block screen.



3. If there is no asterisk, MemoMaker is set for unjustified text. To change to justified text, touch `Justify` to insert an asterisk.
4. If there is an asterisk, MemoMaker is set for justified text. To change to unjustified text, touch `Justify` to remove the asterisk.

Creating a New Format

When you change your format, the changes are temporary until you name and save the format. This section tells you how to name and save a new format, how to create a new startup format, and how to retrieve a new format for later use.

Naming and Saving Your New Format

When you save a format, it is saved as a disc file. Therefore, a format name, just like a document name, is really a file name. The information on document names in Chapter 3 also applies to format names. To recap:

- A format name can have a maximum of eight characters. It can include only the following characters:

 letters A through Z

 numerals 0 through 9

 dollar sign $

 ampersand &

 pound sign #

 percent sign %

 apostrophe '

 parentheses ()

 underscore _

 at sign @

 caret ^

 braces { }

 tilde ~

 single quotation '

 exclamation point!

- Do not use spaces in your file name.
- You can use lowercase letters, capitals, or both. Memomaker treats all letters in the name as capitals.
- A format name can have an extension, a three-letter suffix preceded by a period.
- Each file in a particular directory on a disc must have a unique name.

When you use File Manager to look at your files, they are all listed together. There is no way to tell which are documents and which are formats unless you have indicated it in your names. Therefore, when naming formats, you will probably want to use the suffix, ".fmt" to indicate that the file is a format. You might use outline.fmt for an outline format, proposal.fmt for a proposal format, table.fmt for a table format, and so on. Or if all work done for the Jones account requires a special format, you might create a Jones.fmt.

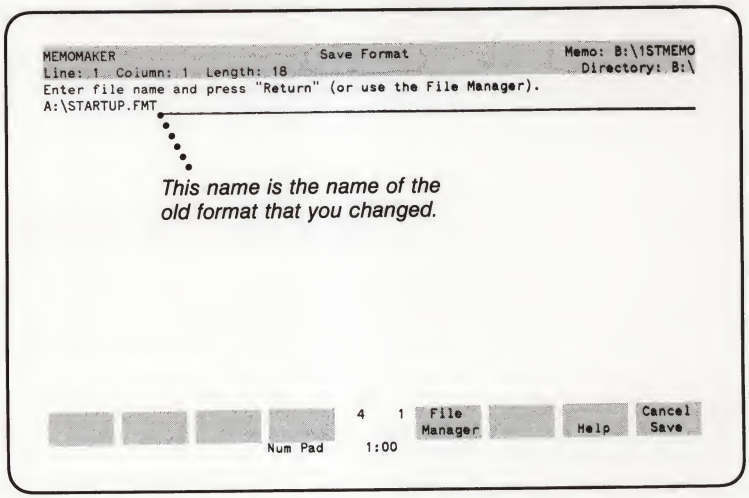
Another way to name formats is to begin all format names with "format" and use the extensions to distinguish different format types. For example, format.let might be your letter format, format.ind your indented format, format.pro your proposal format. If you use the same extension on a file name, you can remind yourself which format you used for that file. For example, Jones.let would be in letter format, Jones.pro would be in proposal format, and so on.

To name and save a new format:

1. Make all the changes you want in the format, using the previous sections of this chapter.
2. Return to the Main Keys screen.
3. On the Main Keys screen, touch `File Keys` to get to the File Keys screen.
4. On the File Keys screen, touch `Save Format` to get to the Save Format screen. MemoMaker asks you to:

```
Enter file name and press "Return"
(or use the File Manager)
```

The name of the format that MemoMaker was using before you made changes appears on the response line at the top of your screen.



5. If you want to erase the old format permanently and replace it with the new one, press Return . MemoMaker erases the old format and stores the new one under the old name.
6. If you want to keep both the old format and the new format, type in a name different from any other format name on that disc and then press Return . (If you don't know whether there is a document with the same name you plan to use, touch `File Manager` to see a list of your files. Touch `Back To MEMOMAKR` to return to MemoMaker.) MemoMaker saves your new format under that name and also keeps the old format under its name.
7. Touch `MEMOMAKR Main` to return to the Main Keys screen.

Making a New Format into STARTUP.FMT

If you want to change the format that comes up whenever you start MemoMaker, follow the procedure we've just explained, name the new format STARTUP.FMT, and store it on your MemoMaker application disc. MemoMaker will erase the old STARTUP.FMT and replace it with your new STARTUP.FMT.

Getting a Format

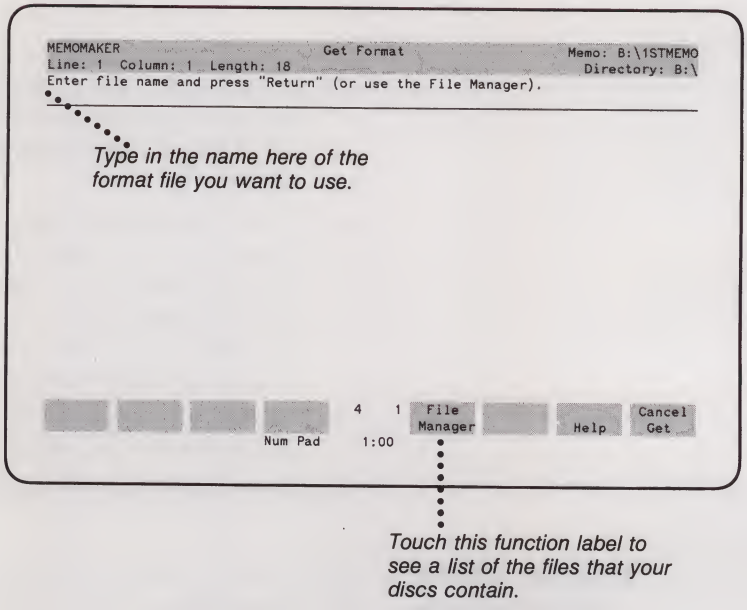
Getting a format is just like getting a document.

- You get a format by using MemoMaker's File Keys.
- There is a separate function key for getting a format as opposed to getting a document.

Here's the basic procedure for getting a format:

1. On the Main Keys screen, touch `File Keys` .
2. On the File Keys screen, touch `Get Format` . MemoMaker takes you to the Get Format screen and asks you to

```
Enter file name and press "Return"
(or use File Manager).
```



3. Type in your format name and press Return . MemoMaker gets the format you asked for and replaces the current format with it.

You can also get a format when you don't know the name by using File Manager. You can get a format that is stored on a drive or in a directory other than the default drive and directory by specifying the full format name when you ask for it. You can get a format on a disc not currently in a drive by inserting the disc that contains it into an empty drive or by switching discs. (Remember, you can only remove the disc that doesn't contain the MemoMaker application.) The procedures for getting a file under any of these circumstances are the same ones described in Chapter 4.

12 Renaming a Document or Format

When you rename a document, you start with an old document, make no changes to the text, and simply give it a new name. This type of renaming is not the same as renaming a revised document—where you either erase the old version and just keep the new version or where you keep both the old and new versions. It's also different from copying a document and giving the copy a new name. In that case, you end up with two originals with different names.

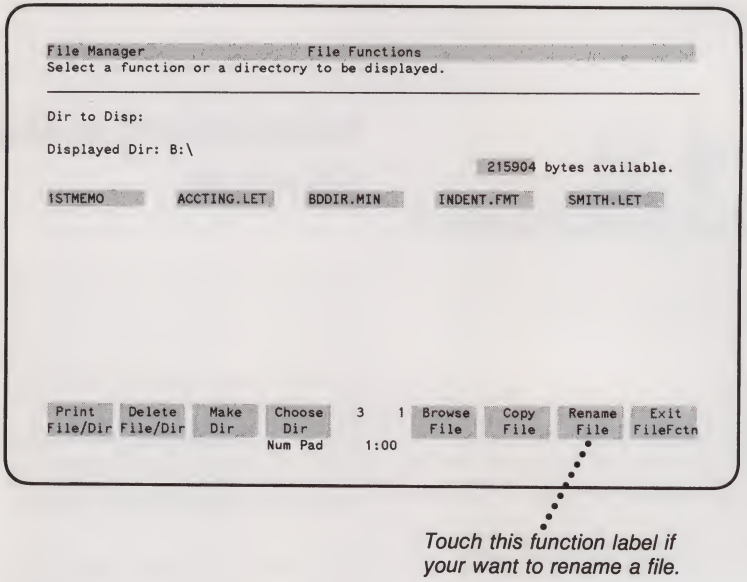
There are two main reasons for renaming a document. One is if you simply want a different or better name. For example, you may create a document called Jones.let and then find that you will be writing a series of letters to Mr. Jones. So you might want to rename the Jones.let document Jones1.let so that you can name the second letter Jones2.let, and so on.

Another reason for renaming a document is if you want to store it in a different directory. For example, if you have two proposals named Jones.pro and Smith.pro and then decide to store all proposals in one directory, you can create a proposal directory and rename your files, for example, B:/proposal/Jones and B:/proposal/Smith.

To rename a document or format, use File Manager:

1. On the Main Keys screen, touch `Get Memo` .
2. On the Get Memo screen, touch `File Manager` to leave MemoMaker and go to File Manager.
3. On the File Manager screen, touch `File Funct'ns` . File Manager shows you the File Functions screen and asks you to:

```
Select a function or
a directory to be displayed.
```



4. Touch `Rename File` . File Manager shows you the Rename screen, and asks you to:

   ```
   Select or type the file name
   to rename.
   ```

5. You can respond in any of three ways:

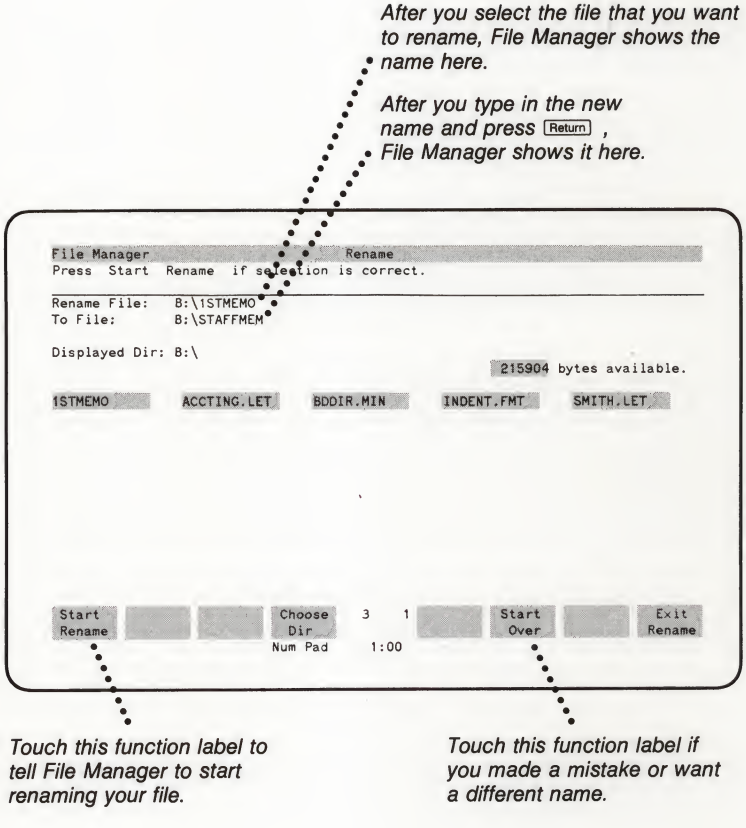
 Touch the file name on the screen; or tab over to the file name you want and then press [Select] ; or type in the file name and press [Return] .

 File Manager then asks you to:

   ```
   Select or type the file name
   to rename to.
   ```

6. Type in the new file name and press [Return] . File Manager shows you the new file name and asks you to:

   ```
   Touch Start Rename if selection
   is correct.
   ```



7. If you made a mistake, touch `Start Over` , and begin again with step 5. If you decide that you don't want to rename your file, skip steps 8 and 9.
8. When you are satisfied that your information is correct, touch `Start Rename` . File Manager then tells you it is:

   ```
   Renaming the selected file.
   ```

9. If you want to rename another file, go back to step 5.
10. To return to MemoMaker, touch the eighth function label three times—once to exit the Rename screen, next to exit the Functions screen, and the third time to leave File Manager and return to MemoMaker's Get Memo screen.
11. Touch `Cancel Get` to return to the Main Keys screen.

13 MemoMaker and WordStar®

MemoMaker is a simple word processor intended for typing and printing short documents. It is meant to work in partnership with WordStar—a sophisticated word processor suited for the production of larger, more complex documents.

Both MemoMaker and WordStar are adapted to the Touchscreen PC; they have compatible files. This compatibility is two way: you can use MemoMaker to write a document, then use WordStar to edit and print it. Similarly, you can use WordStar to write a document and then use MemoMaker to edit and print it.

Since MemoMaker files are compatible with WordStar, they can be used with WordStar-compatible products such as electronic style guides and thesauruses; software that generates tables of contents, footnotes, bibliographies, and indexes automatically; software that allows WordStar files to be typeset; and electronic mail and messaging systems.

MemoMaker/ WordStar Comparison

While MemoMaker and WordStar have compatible files and perform many identical tasks, each uses different function keys to start tasks and different procedures to carry them out. In other words, MemoMaker and WordStar are two distinct programs—MemoMaker is not just a smaller and simpler version of WordStar. Users going from one program to the other should approach them as completely different word processors.

Before deciding whether or not to use MemoMaker with WordStar files, WordStar users should keep in mind that there are a number of WordStar functions and features that MemoMaker doesn't have. Among the features that MemoMaker **doesn't** have are:

- automatic file backup
- hyphen help
- block column operations
- search-and-replace
- global operations
- flag character display
- automatic multiple spacing on screen
- ability to run other programs, e.g., MailMerge
- most functions performed with printer control (dot) commands (MemoMaker does support .PA for page breaks.)

In certain cases, you may want to use MemoMaker to create the basic document and then use WordStar to edit, print, or prepare it for specialized uses.

Using WordStar "Documents" with MemoMaker

What Is Similar?

Both MemoMaker and WordStar enable you to name documents stored in the main directory in the same manner. However, since MemoMaker supports subdirectories while WordStar does not, the names of MemoMaker files stored in subdirectories differs significantly (e.g., b:\letters\jones\april vs. b:april.)

WordStar interprets a "hard" carriage return as an end-of-paragraph. While MemoMaker itself does not differentiate between "hard" or "soft" carriage returns, when saving a document, MemoMaker will insert "hard" carriage returns wherever there is a blank line in a document. This enables you to edit blocks of text easily in WordStar which are divided by blank lines.

What Is Different?

MemoMaker lets you store documents in directories other than the main directory; in WordStar you can only store documents in the main directory.

MemoMaker does not automatically give you a one-inch margin like WordStar does. If you want a one-inch left margin, you must set your left margin accordingly.

MemoMaker's maximum line length is 79 characters. If you have lines longer than 79 characters in your WordStar document, MemoMaker will split them, in effect reforming the document to margins of 1 and 79.

MemoMaker displays boldface and underlined text from WordStar files according to MemoMaker format—actual boldface, and italics for underlining.

MemoMaker will not print multiple enhancements. That is, if the WordStar document contains words that are both underlined and boldface, MemoMaker will print the words with the last enhancement. For example, if your first command was boldface and your second underlining, the phrase will only be underlined.

All in-text WordStar control characters except ^S and ^B (for underlining and boldface) are displayed by MemoMaker in inverse video (characters black: surrounding area bright). The control characters ^S and ^B are not themselves displayed; rather MemoMaker displays the marked words in italics (for underlining) or in boldface.

WordStar Commands That Can't Be Carried Out in MemoMaker

There are some WordStar commands (such as "soft" hyphens, microjustification, and overprinting) that MemoMaker can't carry out. Even though MemoMaker can't take any action, MemoMaker keeps the relevant information in the file, so that when you return to WordStar all your printing information is still intact.

When you use MemoMaker to print a WordStar file that contains control characters or dot commands that MemoMaker can't act on, MemoMaker passes them on to the printer. What happens next depends on the printer you are using. In most cases, the printer will strip them out and no action will be taken. However, some printers will try to do something with them and your printout will have all sorts of extra characters and symbols in it. To avoid problems, first test your printer with a WordStar document. If it prints odd characters, then you should delete all commands except boldface, underlining, and page breaks from your WordStar file before printing in MemoMaker.

To remove commands and print:

1. Get the WordStar document you want to print in MemoMaker.
2. Delete the commands MemoMaker can't act on from the document showing on the screen. (Remember, your disc file still contains all your WordStar commands.)
3. If you want to save the WordStar document that has been adjusted for MemoMaker use, name and save the document in the workspace. (You might want to use the extension .MM to indicate that it is ready for use in MemoMaker.) Then you will have two versions of your WordStar document: one with all the WordStar commands and one with only those commands MemoMaker will execute.
4. Print your document in MemoMaker.
5. If you have chosen not to keep the altered document, clear the workspace. When MemoMaker asks you if you want to save the document on the screen, touch `No, Discard` or press f6 .

Using WordStar "Non-Documents" with MemoMaker

WordStar users can use MemoMaker to turn WordStar "non-documents" into "documents" by using MemoMaker's `Align Block` feature, which removes hard carriage returns and replaces them with soft carriage returns throughout a document, and inserts them only where blank lines occur.

To turn a WordStar "non-document" into a "document":

1. Get your WordStar "non-document." (Getting a document is in Chapter 4.)
2. Align the entire document, using `Align Block` . (Re-aligning text is in Chapter 5.)



Unless your WordStar paragraphs are blocks (no indentation separated by blank lines), MemoMaker will turn your document into one block of text.

Using MemoMaker Files with WordStar

If you are creating a document with MemoMaker that you know you will be editing and printing with WordStar, you can make full use of the WordStar control characters, just as if you were using WordStar. When you type in control characters, (for example, ^P), MemoMaker shows the character as a capital letter in inverse video. However, when you use the file with WordStar, the character is displayed in WordStar fashion and affects printing in the usual WordStar way.

To type in WordStar control characters when creating a document using MemoMaker:

1. Hold down [CRTL] and then press the character (for example, hold down [CTRL] and press [S] to insert the WordStar command ^S).

WordStar automatically indents your left margin eight columns when printing. For example, if your MemoMaker document has a left margin of 1, WordStar will start the document at column 8 if you print using WordStar. Thus, remember to either change your margins within MemoMaker, or adjust WordStar's default indentation before printing.

14 File Manager

File Manager was created by Hewlett-Packard to allow you to use the touch screen to carry out many basic procedures like listing your files, making directories, and renaming files. HP's basic File Manager is described in Chapter 8 of *Using Your HP Touchscreen Personal Computer*. However, File Manager within an application program, such as MemoMaker or Personal Card File, may have additional functions or may not use all the File Manager functions. This chapter describes how File Manager works with MemoMaker.

How to Get to File Manager

You can get to File Manager from the Main Keys screen or from the File Keys screen.

1. If you are on the Main Keys screen, touch `Get Memo` . Then touch `File Manager` .
2. If you are on the File Keys screen, touch `Get Memo` , `Save Memo` , `Get Format` , or `Save Format` . Then touch `File Manager` .

What You Can Do in File Manager

In addition to showing you a list of your files in the default drive and directory, MemoMaker's File Manager allows you to:

- choose to see a list of the files in a different drive or directory
- get and return a file to MemoMaker
- make a new directory
- copy a file
- delete a file or directory
- change the default drive and directory
- rename a file

If you use File Manager to print or browse a Memomaker file, you may see all sorts of characters and symbols throughout your document. These markings represent MemoMaker's internal coding, which is inserted whenever you use one of Memomaker's special features such as underlining, word wrap, or justifying. If you don't use any special features when you type your document, the document will appear without markings when you print or browse with File Manager. You will probably be better off using MemoMaker's Print Keys to print a file and MemoMaker's Get Memo function to look at a file.

We've described each File Manager function in the chapter that relates to that task:

- choose to see files in a different directory Chapter 3
- get and return a file to MemoMaker Chapter 3
- create a new directory Chapter 4
- copy a file Chapter 9
- delete a file Chapter 10
- change the default drive and directory Chapter 11
- rename a file Chapter 12

File Manager Function Keys

The ability to change the default drive and directory and to return a file to MemoMaker are special MemoMaker features not contained in the P.A.M. File Manager. This section lists the MemoMaker File Manager function keys used to carry out these procedures.

`Back To MEMOMAKR` is f8 on the File Manager screen. Use `Back To MEMOMAKR` to leave File Manager and return to MemoMaker.

`Cancel` is f8 on the Return File and Return Directory screens. Use `Cancel` if, after selecting Return Memo or Return Directory, you decide that you don't want to return a file or change the default settings.

`Exit FileFctn` is f8 on the File Functions screen. Use `Exit FileFctn` to return to the File Manager screen.

`File Funct'ns` is f5 on the File Manager screen. Use `File Funct'ns` if you want to delete a file or directory, rename a file, create a new directory, or use File Manager to copy a file. When you choose `File Funct'ns`, File Manager shows you the File Functions screen.

`MEMOMAKR Dir` is f3 on the File Manager screen. Use `MEMOMAKR Dir` when you want to change the default drive and/or directory. When you choose `MEMOMAKR Dir`, File Manager shows you the Return Dir screen.

`MEMOMAKR Memo` is f2 on the File Manager screen. Use `MEMOMAKR Memo` when you want to return a file to MemoMaker from File Manager. You use this procedure if you wanted to get a document but forgot the name of the file. In that case, you had to go to File Manager to

look up the name. You then take the file back to MemoMaker to read it or work on it. When you choose `MEMOMAKR Memo`, File Manager shows you the Return File screen.

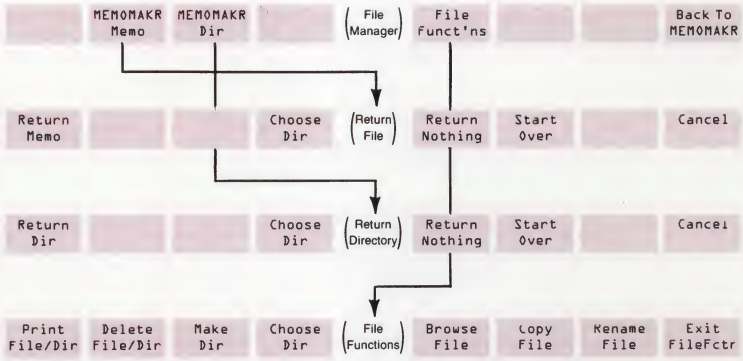
`Return Dir` is f1 on the Return Directory screen. Use `Return Dir` after you have selected `MEMOMAKR Dir` and typed in the name of the drive and/or directory you want as the default drive and directory. When you choose `Return Dir`, File Manager changes the default drive and directory to the one(s) you have chosen.

`Return Memo` is f1 on the Return File screen. Use `Return Memo` after you have chosen `MEMOMAKR Memo` and have selected the file to be returned. When you choose `Return Memo`, File Manager gets the file you have selected. To actually see the document on the screen, you need to next select `Back To MEMOMAKR`

`Return Nothing` is f5 on the Return File and Return Directory screens. Use `Return Nothing` if you decide that you don't want to return a file or change the default drive and directory. When you choose `Return Nothing`, File Manager returns you to the File Manager screen.

`Start Over` is f6 on the Return File and Return Directory screens. Use `Start Over` if after selecting `MEMOMAKR Memo` or `MEMOMAKR Dir`, you then make a mistake when you type in the name of the file or directory to be returned. When you choose `Start Over`, File Manager erases the name you type in. You stay on the same screen so you can type a different name.

File Manager Map

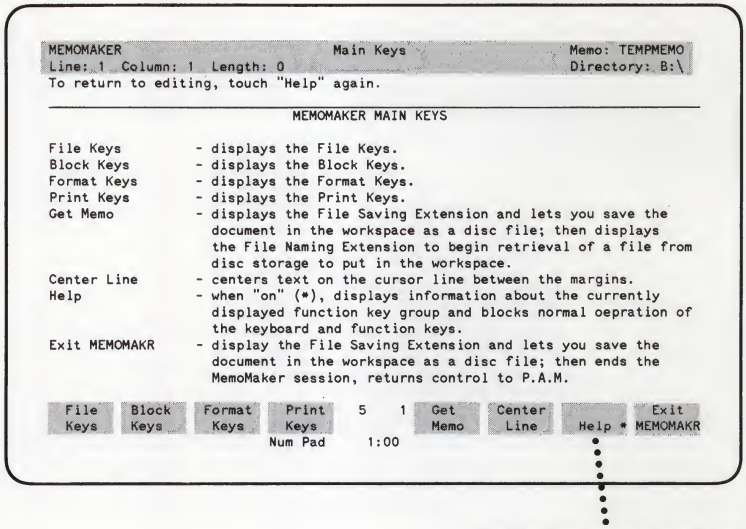


`Return Memo` , `Return Dir` , `Cancel` , and `Exit FileFctn` take you back to the File Manager screen.

15 Help

On every screen in MemoMaker (except for the Print Memo screen), you can get information about each of the function labels on that screen. You do this by touching `Help` . An asterisk appears in `Help` , indicating that you are now in Help Mode. The Help information temporarily replaces the text on the screen with its own messages.

Here's the screen you see when you touch `Help` on the Main Keys screen:



The asterisk means you are in Help mode.

When you are in Help Mode, normal MemoMaker operations are put on hold. You can move from screen to screen, but you can't perform any of the specific MemoMaker tasks. When you touch a function label or press the corresponding function key, you don't initiate any action except to get information about that function label. So you can put yourself in Help Mode and then move through the entire MemoMaker system and get information about all the MemoMaker functions.

To leave Help Mode and return to normal MemoMaker operation, touch `Help` to remove the asterisk. Then you are ready to continue working in MemoMaker. When you leave Help Mode, you return to the screen which corresponds to your last Help screen. If there was a document on the screen when you touched `Help` , it will reappear when you leave Help.

Your MemoMaker application disc contains a file named HELP.TXT, which contains all the Help information.

16 Using MemoMaker Templates with Pre-Printed Forms

MemoMaker makes it easy to produce documents on letterhead stationery, memo forms, and other pre-printed forms. You do this by using form guidelines which tell you how to lay out your document on the screen so that it will print out correctly on the forms. In MemoMaker, these form guidelines are called templates.

MemoMaker comes with two templates: one for letters (letter.tpl) and one for memos (memo.tpl). They are both on the MemoMaker Application Disc. You can use them as is, modify them, and create your own templates.

```
MEMOMAKER                          File Keys                    Memo: b:\letter.tpl
Line: 19  Column: 1  Length: 19                                 Directory: B:\

DATE

Dear

BEGIN LETTER HERE



Sincerely,


NAME

 Get    Save    Get    Save    23   1          Clear          MEMOMAKR
 Memo   Memo    Format Format                 Workspce Help   Main
                       Num Pad   1:00
```

Letter template

```
MEMOMAKER                          File Keys                    Memo: b:\memo.tpl
Line: 1  Column: 1  Length: 7                                   Directory: B:\

  FROMNAME                         DATE

  TONAME                           SUBJECT

BEGIN MEMO HERE




 Get    Save    Get    Save    5    1          Clear          MEMOMAKR
 Memo   Memo    Format Format                 Workspce Help   Main
                       Num Pad   1:00
```

Memo template

When you type documents using templates, you go through these basic steps:

1. You get a template.
2. You check and align the template.
3. You write your document entries over the template entries.
4. You name and save the document.

Creating a Template

When you create a template, some of the information on it is intended only as a placement guideline; other information may actually print out as part of the document. For example, in the letter template above, `DATE` and `BEGIN LETTER HERE` indicate where to type the date and where to type the first word of the letter. But `Dear` and `Sincerely,` will actually print out as part of your finished letter. You may want to put the guideline information in all caps and the other information in upper- and lowercase (or however you want it to print out on your document).

Creating a template is like creating a document:

1. Type the template on the screen.
2. Name and save the template. ("Naming and Saving a Document" is in Chapter 3.)

 Be sure to save your template with `Save Memo` , not `Save Format` . You might want to use the extension .tpl to indicate you are saving a template as opposed to a document or a format.

Getting a Template

Getting a template is like getting a document:

1. On the Main Keys screen, touch `Get Memo` . MemoMaker asks you to:

   ```
   Enter file name and press "Return"
   (or use the File Manager).
   ```

2. Type in the name of your template. (Remember, if you want to use the memo or letter template already stored in MemoMaker, ask for memo.tpl or letter.tpl. If your MemoMaker Application Disc is not in the default drive, be sure to specify the drive name when you ask for memo.tpl or letter.tpl.)

3. Press Return .

 MemoMaker gets the template you asked for and returns you to the Main Keys screen.

Checking and Aligning the Template

Once you have your template on the screen, you need to print out a test copy to see if the entries match your printed form. If they don't, you will need to align the template so the entries match.

To check your template:

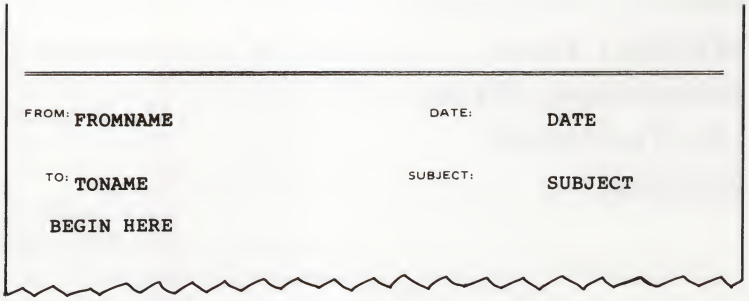
1. Make sure your printer is in proper working order and that you have inserted one of your printed forms.

2. With the template showing on the Main Keys screen, touch `Print Keys` .

3. On the Print Keys screen, look at `Auto Feed` . It should be off (no asterisk). If there is an asterisk, touch `Auto Feed` to remove the asterisk.

4. Touch `Print Memo` .

 MemoMaker prints the template on your printed form. If the entries don't line up, align your template.



To align your template:

1. Look at your unmatched test printout and estimate how many columns and lines you need to move the entries so that they line up.
2. Use the editing keys to move the template entries accordingly.
3. After you make the adjustments, print the template again on another printed form.
4. Check the new alignment; if it is still off, repeat steps 1 through 4.

Writing Your Document Over the Template Entries

When you write your document, type right on top of the words that indicate where specific information should go. For example, to type in a date on MemoMaker's letter template, position the cursor under the letter D of DATE and type in your date right over the word DATE.

To type entries that will actually print out as part of your document (for example, Dear), just complete the entry (for example, Dear Mr. Jones).

Naming and Saving the Document

As with any document, when you have finished typing it, your next step is to name and save the document.

1. On the File Keys screen, touch Save Memo . MemoMaker asks you to:

   ```
   Enter file name and press "Return"
   (or use the File Manager).
   ```

 The template name appears on the response line at the top of your screen. (Since you retrieved the template and typed your document over the template entries, the document currently has the template name.)

2. Type in a new name and press Return .

 MemoMaker saves your document under the new name. Your template file is now ready to be used again to set up another document.

17 Reference Guide to the Function Labels

This chapter lists the MemoMaker function labels in alphabetical order. Each entry tells:

- what screen the function label is on
- its position on the screen (1-8)
- what task it performs

Align Block is f4 on the Block Keys screen. Use `Align Block` to rearrange a block of text so that it conforms to the current margins and justification status. After you choose `Align Block` , you use the cursor to define the block you want to align. After approving the block, MemoMaker shows you the new alignment and then lets you either keep the new alignment or cancel it and return to the old alignment. (See page 5-12.)

Alignment OK is f5 on the second Align Block screen. Use `Alignment OK` after you have created a new alignment to tell MemoMaker that you want to save that new alignment. (See page 5-15.)

Auto Feed is f2 on the Print screen. When `Auto Feed` has an asterisk, the printer is set to use the automatic paper feed setting continuously. If there is no asterisk, the printer is set to use the manual paper one page at a time feed setting. (See page 8-3.)

Block Keys

is f2 on the Main screen. Use `Block Keys` when you want to cut out, copy, paste, align, enhance, or justify a block of text. When you choose `Block Keys` , MemoMaker shows you the Block Keys screen, where you can choose any of these functions. (See page 5-1.)

Block OK

is f5 on the Cut Out Block, Copy Block, Enhance Block, and Align Block screens. Use `Block OK` to verify that you have correctly marked the block you want to cut out, copy, enhance, align, or justify. After you select `Block OK` for a cut out, copy, or enhance procedure, MemoMaker returns you to the Block Keys screen. After you select `Block OK` for an align or justify procedure, MemoMaker takes you to a second Align Block screen and asks you to approve the new alignment. (See page 5-4.)

Cancel Align

is f8 on both Align Block screens. Use `Cancel Align` on the first Align Block screen if you decide you don't want to align a block after all.

Use `Cancel Align` on the second Align Block screen if after seeing the new alignment, you decide that you don't want to keep it. MemoMaker will undo the new alignment, put back the old alignment, and return you to the Block Keys screen. (See page 5-14.)

Cancel Copy

is f8 on the Copy Block screen.

Use `Cancel Copy` if after selecting `Copy Block` , you decide not to copy a block after all. (See page 5-9.)

Cancel Clear

is f8 on the Clear Workspce screen. Use `Cancel Clear` if you have selected `Clear Workspce` and then decide you don't want to clear the workspace. (See page 10-3.)

Cancel Cut Out

is f8 on the Cut Out Block screen. Use `Cancel Cut Out` if after selecting Cut Out Block, you decide not to cut out a block after all. The block you marked is not cut out. (See page 5-3.)

Cancel Enhance

is f8 on the Enhance Block screen. Use `Cancel Enhance` if you have selected `Enhance Block` and then decide that you don't want to enhance a block. (See page 7-3.)

Cancel Exit

is f8 on the Exit MEMOMAKER screen. Use `Cancel Exit` if you have selected `Exit MEMOMAKR` and then decide that you don't want to exit the program (See page 1-15.)

Cancel Get

is f8 on the Get Memo and Get Format screens. Use `Cancel Get` if you have selected either `Get Memo` or `Get Format` and then decide that you don't want to retrieve a memo or format or if you used `Get Memo` just to access File Manager. (See page 4-3.)

Cancel Print

is f8 on the Print Memo screen. Use `Cancel Print` if you selected `Print Memo` and then decide you want to stop printing. When you choose `Cancel Print`, MemoMaker stops transmission to the printer, but doesn't necessarily stop printing immediately. Unless you stop the printer itself, everything that had already been sent over to the printer before you selected `Cancel Print` will continue to be printed out. (See page 8-3.)

Cancel Save

is f8 on the Save Memo and Save Format screens. Use `Cancel Save` if after selecting `Save Memo` or `Save Format`, you decide that you don't want to save the memo or format. (See page 3-9.)

Center Line

is f6 on the Main Keys screen. Use `Center Line` to place the text on the line containing the cursor midway between the right and left margins.

If the margins have been released and you choose `Center Line`, MemoMaker centers the line between columns 1 and 79. (See page 2-6.)

Clear Tab

is f4 on the Format Keys screen. Use `Clear Tab` to remove a tab stop. (See page 11-5.)

Clear Workspce

is f6 on the File Keys screen. Use `Clear Workspce` to clear the document from the workspace to make room for another document. If the document in the workspace is new and has not been saved or if you have revised a document but not yet saved the changes, MemoMaker will ask you if you want to save it before it clears it. (You can also press Clear display instead of touching `Clear Workspce` .) (See page 10-2.)

Copy Block

is f2 on the Block Keys screen. Use `Copy Block` to place a copy of a block in a buffer so that it can then be inserted at a second location without removing it from its original location. When you choose `Copy Block` , MemoMaker shows you the Copy Block screen where you define the block and approve the block to be copied. (See page 5-8.) To paste in the copy in a new location, see `Paste Block` .

Cut Out Block

is f1 on the Block Keys screen. Use `Cut Out Block` to remove a block from its original location and place it in a buffer. `Cut Out Block` can be used to delete a portion of text or as a first step in a cut and paste operation where the text in the buffer is inserted at a second location. When you choose `Cut Out Block` , MemoMaker shows you the Cut Out Block screen where you define the block and approve the block to be cut out. (See page 5-2.) To paste the block in a new location, see `Paste Block` .

After you cut out a block, you will usually need to align the section of the document from which it was cut out (see `Align Block`). (See page 5-12.)

Double Space

is f1 on the Print Keys screen. When `Double Space` has an asterisk, the printer is set to double space your document. If there is no asterisk, the printer single spaces your document. (See page 8-2.)

Enhance Block

is [f5] on the Block Keys screen. Use `Enhance Block` to underline or put text in boldface, or to undo either. When you choose `Enhance Block`, MemoMaker takes you to the Enhance Block screen and asks you to define the block and then approve the block as marked. (See page 7-2.)

Enhance: Bold

is [f2] on the Enhance Block screen. When `Enhance: Bold` has an asterisk, MemoMaker is set to put text in boldface. (See page 7-3.)

Enhance: None

is [f3] on the Enhance Block screen. When `Enhance: None` has an asterisk, MemoMaker is set to undo underlining or boldface. (See page 7-4.)

Enhance: Underln

is [f1] on the Enhance Block screen. When `Enhance: Underln` has an asterisk, MemoMaker is set to underline a block of text. (See page 7-3.)

Exit MEMOMAKR

is [f8] on the Main Keys screen. Use `Exit MEMOMAKR` to exit the program and return to the P.A.M. screen. If there is a document showing on the screen that has not been saved, when you choose `Exit MEMOMAKR`, MemoMaker will ask you whether or not you want to save that document before exiting the program. (See page 1-14.)

File Keys

is [f1] on the Main Keys screen. Use `File Keys` to save and get documents and formats and to clear a document from the workspace. When you choose `File Keys`, MemoMaker shows you the File Keys screen. (See page 3-8.)

File Manager

is [f5] on the Get Memo, Save Memo, Get Format, and Save Format screens. Use `File Manager` to change MemoMaker's default drive and directory; to see a list of all the documents and formats that are on the discs in your computer; to copy, rename, or delete any of those documents or formats; and to find the name of a document or format you have forgotten and pass that file back to MemoMaker. When you choose `File Manager`,

MemoMaker shows you the File Manager screen. (See page 14-1 and your *Using Your HP Touchscreen as a Personal Computer.)*

Format Keys

is f3 on the Main Keys screen. Use `Format Keys` when you want to see the ruler that shows your margins and tab stops, and when you want to change your margins and tab stops. When you choose `Format Keys` , MemoMaker takes you to the Format Keys screen. (See page 2-4.)

Get Format

is f3 on the File Keys screen. Use `Get Format` to retrieve a format that has been saved as a disc file. When you choose `Get Format` , MemoMaker shows you the Get Format screen and asks you which format you want. (See page 11-16.)

Get Memo

is f1 on the File Keys screen and f5 on the Main Keys screen. Use `Get Memo` to retrieve a document that has been stored as a disc file. When you choose `Get Memo` , MemoMaker shows you the Get Memo screen and asks you which document you want. If there is a new document showing on the screen that hasn't been saved or if you have revised an old document but haven't yet saved the changes, MemoMaker asks you if you want to save that document before it is cleared to make room for the next document. (See page 4-1.)

Help

is f7 on all MemoMaker screens except the Print Memo screen. Use `Help` to get information about the function labels currently displayed on a screen. When you choose `Help` , an asterisk will appear in `Help` to indicate that you are in the Help mode. In the Help mode, the normal functioning of other keys is blocked. To return to normal functioning, touch `Help` to remove the asterisk. (See page 15-1.)

INT:	is one of MemoMaker's three printer choices. `INT:` is the internal printer. If you have changed the printer selection in MemoMaker's STARTUP.FMT from `PRN:` to `INT:` , INT: will appear as the third function label from the left on the Print Keys screen. If you didn't, touch the third function label until INT: appears. (See page 8-3.)
Justify	is f1 on the first Align Block screen. When `Justify` has an asterisk, MemoMaker is set to align your document to have even right margins. If there is no asterisk, MemoMaker is set to align your document to have ragged right margins. (See page 7-5.)
Left Margin	is f1 on the Format Keys screen. Use `Left Margin` to reset your left margin. (See page 2-4.)
LST:	is one of MemoMaker's three printer choices. `LST:` is the secondary external printer and can be set to represent any printer you choose. If you have changed the printer setting in MemoMaker's STARTUP.FMT from `PRN:` to `LST:` , `LST:` will show up as the third function label from the left on the Print Keys screen. If you didn't, touch the third function label until LST appears. (See page 8-3.)
MEMOMAKR	Main is f8 on the File Keys, Block Keys, Format Keys, and Print Keys screens. Use `MEMOMAKR Main` to return to the Main Keys screen. (See page iii.)
Margin Release	is f5 on the Format Keys screen. Use `Margin Release` to release both the left and right margins so that you can type in columns 1 through 79. (See page 2-6.)

No, Discard

shows up as f6 if when selecting `Get Memo`, `Exit MEMOMAKR`, or `Clear Workspce` there is either a new document on the screen that hasn't been saved or a revised version of an old document and the changes haven't yet been saved. Use `No, Discard` if you do not want to save the document that is in the workspace. If you choose `No, Discard` after selecting `Get Memo`, MemoMaker clears the document on the screen and asks you which document you want to get. If you choose `No, Discard` after selecting `Exit MEMOMAKR`, MemoMaker erases the document and exits the program. If you choose `No, Discard`, after selecting `Clear Workspce`, MemoMaker clears the document that is on the screen. (You can also type n or no and press Return instead of touching `No, Discard`.) (See page 1-15.)

Page Break

is f4 on the Print Keys screen. Use `Page Break` to shorten MemoMaker's standard page lengths (55 lines to a single-spaced page, 28 lines to a double-spaced page). When you choose `Page Break`, MemoMaker puts the page break symbol, .PA, on the screen in column 1 of the cursor line, thus signalling the printer to end a page at the preceding line. (You can also type .PA in column 1 to mark page breaks.) (See page 8-5.)

Paste Block

is f3 on the Block Keys screen. Use `Paste Block` to insert at the cursor position a block that has been cut out or copied. When you choose `Paste Block`, if the cursor is in the middle of a line, MemoMaker splits the line when the block is pasted in. When pasting in a block, MemoMaker will not split lines within the block. Therefore, if there is no room for the entire first line of the block to be pasted in at the cursor position, MemoMaker begins pasting the block in on the next available line. (Use `Align Block` to fix broken lines of text.) (See page 5-5.)

Print Keys is f4 on the Main Keys screen. Use `Print Keys` when you want to print a document. When you choose `Print Keys` , MemoMaker takes you to the Print Keys screen, where you give your printing instructions regarding single or double spacing, automatic or manual paper feed, which printer to use, and so on. (See page 8-1.)

Print Memo is f5 on the Print Keys screen. Use `Print Memo` to start printing your document. If you set the printer for automatic feed (Auto Feed*), Memomaker prints the entire document starting at the cursor position. If you set the printer for manual feed (Auto Feed with no asterisk), MemoMaker stops after it prints a page. (See page 8-5.)

PRN: is one of MemoMaker's three printer choices. `PRN:` is the primary external printer and can be set to represent any printer you choose. Unless you have changed the printer selection in MemoMaker's STARTUP.FMT, `PRN:` will appear as the third function label from the left on the Print Keys screen. If such a change has been made, touch the third function label until PRN: appears. (See page 8-2.)

Right Margin is f2 on the Format Keys screen. Use `Right Margin` to reset your right margin to the cursor position. (See page 2-5.)

Save Format is f4 on the File Keys screen. Use `Save Format` to save the current format as a disc file. When you choose `Save Format` , MemoMaker shows you the Save Format screen and asks you to name the format. (See page 11-14.)

Save Memo is f2 on the File Keys screen. Use `Save Memo` to save the document in the workspace as a disc file. When you choose `Save Memo` , MemoMaker shows you the Save Memo screen and asks you to name the document. (See page 3-11.)

Set Tab is f3 on the Format Keys screen. Use `Set Tab` to set a tab stop at the cursor position. (See page 11-5.)

Skip Page

is [f6] on the Print Keys screen. Use `Skip Page` to skip pages during printing or to show where the page breaks fall before printing. To use `Skip Page` for printing parts of a document, you must set your paper feed for manual feed (no asterisk in the Auto Feed box). Once you've finished skipping pages, you can switch to Auto Feed to print the remainder. (See page 8-6.)

Yes, Save

shows up as [f5] after selecting `Get Memo`, `Exit MEMOMAKR`, or `Clear Workspce` if there is a document on the screen that has never been saved or if there is a changed version of an old document. Use `Yes, Save` if you want to save the document on the screen. If the document has never been saved, MemoMaker asks you if you want to save it as TEMPMEMO. If there is a changed version of an old document, MemoMaker asks you if you want to save the new version under the old name (this would erase the old version, in effect updating the old document).

If you choose `Yes, Save` after selecting `Get Memo`, MemoMaker saves the document on the screen and asks you which document you want to get. (The document on the screen remains showing, but then is replaced by the document you tell MemoMaker to get for you.) If you choose `Yes, Save` after selecting `Exit MEMOMAKR`, MemoMaker stores the document before exiting the program. If you choose `Yes, Save` after selecting `Clear Workspce`, MemoMaker saves the document before clearing the screen. (You can also type y or yes and press [Return] instead of touching `Yes, Save`.) (See page 1-15.)

A Default Drives and Directories

When you create files in applications like MemoMaker, you give your files names. Each file also has an address that tells MemoMaker where to store it. The address consists of a drive name and one or more directory names, called the pathname. The drive name tells where the disc is. The pathname tells the directory or subdirectory in which the file is stored. A fully specified file name includes the drive identifier, the pathname, and the filename plus optional extension.

There is always a drive and directory in which MemoMaker assumes you want to store your files. These are called the default drive and the default directory. Unless you tell MemoMaker otherwise, it will always look for and store your files there. When you store files in the default drive and directory, MemoMaker already knows the address, so all you have to do is specify the filename (plus extension). It's as if MemoMaker automatically fills in the address for you.

If you don't want to store your files in the default drive and directory, you can give your files a different address in one of two ways:

- You can type in the full file specification: including the drive and pathname, (directory location) and filename (plus extension). For example, C:\March\Jones.let tells MemoMaker to put the file named Jones.let in the March directory on the disc in drive C.
- You can change the default drive and directory by using File Manager in MemoMaker.

How to Tell Which is the Default Drive and Directory

When you first start using MemoMaker, the default drive is the drive which contains the MemoMaker application disc. The default directory is the directory in which you have installed the application. For example, if you insert the MemoMaker Application Disc into drive A, and you've installed MemoMaker in the Main directory of your disc, then A is the default drive and the Main directory is the default directory. If tomorrow, you insert MemoMaker into drive B, then B is the default drive because that's where you've put the application disc. (The Main directory is still the default directory.) In this sense, the default drive floats with the MemoMaker application disc.

When you use File Manager in MemoMaker to choose a new default drive or a new default directory, MemoMaker saves your new selection permanently if you save it in the STARTUP.FMT file. Otherwise, if you simply change the default directory and do not save it, the next time you run MemoMaker, it will return to the original default drive and directory.

For example, if your MemoMaker application disc is in drive A and you change the default drive and directory to C:\ (the Main directory of the disc in drive C) and save it under STARTUP.FMT, that change stays in effect until you use File Manager in MemoMaker to choose a new default drive or directory again and save it under STARTUP.FMT. No matter which drive contains your MemoMaker application disc, the default drive and directory are still C:\.

If you want to return to the floating default drive situation, you use File Manager in MemoMaker again to choose the new default drive and directory. Select the drive which currently holds the MemoMaker application disc as your new default drive. When you change the address, MemoMaker recognizes that you are changing it to the current address of the application disc and assumes you want to return to the floating default setup. You must then save this change in the STARTUP.FMT file in order to make it permanent.

To sum up: When you first start up MemoMaker, the default drive is whichever drive contains the MemoMaker application disc and the default directory is the directory in which MemoMaker is installed.

If you use File Manager in MemoMaker to change the defaults to a drive and/or directory that doesn't contain the MemoMaker application disc and store the changes under STARTUP.FMT, the changes are locked in and remain in effect until you use File Manager in MemoMaker to choose them again and save the changes in the STARTUP.FMT file.

If you then use File Manager in MemoMaker to change the defaults to the drive that happens to hold the MemoMaker application disc and save these changes under STARTUP.FMT, you return to the floating default. The default drive will again be whichever drive holds the application disc. If you do **not** specify a directory when you change the drive back to the one that the application is in, your default directory will be the Main directory. If you want the default directory to be the directory in which you have installed the application, you must name it when you change the defaults and save it in STARTUP.FMT.

Changing the Default Drive and Directory

Because the default drive and directory are part of MemoMaker's standard format, changing the defaults means changing the format. Chapter 11 tells you how to change the default drive and directory.

C Escape Sequences

You can embed escape sequences to turn on certain printer enhancements, such as italics, subscripts and superscripts, in a MemoMaker document by simply pressing ESC (or holding down CTRL and then pressing [) and then inserting whatever escape sequence you want. Refer to your printer manual for information on the escape sequences you can use with your printer.

B Error Messages

Message: `Can not initialize files on MEMOMAKR disc. Press "Return" to terminate.`

Condition 1: The MemoMaker application disc is write protected.

Remedy 1: See *Using Your HP Touchscreen Personal Computer* for information on how to un-write protect a disc.

Condition 2: There is not enough room on the application disc.

Remedy 2: Make room by moving or deleting files from your MemoMaker application disc.

Message: `Can't call the File Manager.`

Condition: Selecting File Manager didn't give you access to the File Manager.

Remedy: Instead of running MemoMaker from MS®-DOS, use P.A.M., which contains the File Manager, to load MemoMaker.

Message: `Can't create 'filename'.`

Condition 1: The drive on which you are saving 'filename' does not contain a disc.

Remedy 1: Insert a disc into that drive.

Condition 2: The disc in the drive does not contain the directory indicated in the filename.

Remedy 2: Type the name of a directory that exists on the disc in the drive or use File Manager to create the directory indicated in the filename.

Condition 3: The disc you are trying to save your file on is damaged.

Remedy 3: Use another disc.

Condition 4: The disc is write protected.

Remedy 4: Replace the write protected tab on the disc.

Message: `Can't open the printer. Check configuration.`

Condition: The printer you are attempting to print to is not properly configured.

Remedy: Reconfigure the printer. (See *Using Your HP Touchscreen Personal Computer*.)

Message: `Error while printing.`

Condition: Your printer was turned off when you began printing or you turned the printer off during printing.

Remedy: Make sure the printer is on before you start printing and leave it on during printing.

Message:
```
Error while reading MESSAGE.TXT.
Press "Return" to terminate.
```

Condition: You try to load MemoMaker and there is no message file (MESSAGE.TXT) on the MemoMaker application disc. (This is the file that contains error messages, screen prompts, and function labels.)

Remedy: Copy MESSAGE.TXT from your MemoMaker Master Disc onto your MemoMaker application disc.

Message: `'filename' does not currently exist.`

Condition 1: You asked for a file that doesn't exist.

Remedy 1: Check for spelling errors. Make sure you have correctly indicated the drive and directory names (if the file is not in the default drive and directory).

Condition 2: You tried to retrieve 'filename' from a disc that doesn't contain it.

Remedy 2: Use File Manager to see what files are on the disc.

Message: `'filename' is an illegal file name.`

Condition: Your file name contains characters other than those that can be used in a file name, or it in some other way deviates from MemoMaker's rules for file names.

Remedy: Use a legal filename. (See Chapter 3 in this book.)

Message: `Input error while reading 'filename'.`

Condition 1: Before you finished getting 'filename', you removed the disc it was stored on.

Remedy 1: Get 'filename', this time without removing the disc.

Condition 2: You tried to get a file that is stored on a damaged disc.

Remedy 2: There is no way to get a file from a damaged disc. If you made a duplicate copy of the file, get the file from the disc with the duplicate copy.

Message:

```
INTERNAL ERROR:  #.#  Press "Return" to
terminate.
```

Condition: Conditions vary; #.# indicates the error.

Remedy: Write down the number (#.#), write down what you did that led to the error message, and call or contact the appropriate HP support person listed in the *Series 100 Support Guide*

Message:

```
Lines in the input file were split because
they were too long.
```

Condition: You retrieved a file—probably a WordStar file—that contains lines longer than MemoMaker's maximum line length of 79 columns. The lines have been split at column 79 and wrapped to fit a 79-column line. No remedy necessary.

Remedy: Your file has in no way been damaged, MemoMaker has only readjusted the line lengths.

Message:

```
MEMOMAKER disc removed or protected.
Replace disc and press "Return".
```

Condition: You removed the MemoMaker application disc while MemoMaker was running.

Remedy: Replace the MemoMaker application disc and press Return .

Message:

```
Output error while writing 'filename'.
Check free disc space.
```

Condition 1: You tried to save 'filename' to a disc that doesn't have enough room to hold it.

Remedy 1: If the disc you are trying to save to is not the MemoMaker application disc, take the disc out of the drive and put in a new disc that has more room. Or save the file to another drive that has a roomier disc by including that drive name as part of your file name.

Message: `The "Help" file is not available.`

Condition: You ask for help, but the help file (HELP.TXT) i not on the MemoMaker application disc.

Remedy: Copy HELP.TXT from your MemoMaker Master Disc to your application disc.

Message: `The MEMOMAKER disc is full. Exit or Save Memo and then Exit.`

Condition: You have used up all of the memory available on your Touchscreen PC and all of the available space on your MemoMaker application disc.

Remedy: You need to exit MemoMaker immediately to prevent damage to the files on your MemoMaker application disc. (If you wish to keep the document that is in the workspace, save the document to another disc that has room for it and then exit immediately.)

D Printers You Can Use with MemoMaker

The following Hewlett-Packard printers are supported by MemoMaker on the Touchscreen Personal Computer:

Model	Printer Type
ThinkJet	Ink Jet
LaserJet	Personal Laser
2674A	Internal
82905B*	Dot Matrix
82906A	Dot Matrix
2932A	Advanced Dot Matrix
2933A	Advanced Dot Matrix
2934A**	Letter-Quality Dot Matrix
2601A	Letter-Quality Daisywheel
2602A	Letter-Quality Daisywheel

The Touchscreen Personal Computer will support HP-IB, RS-232, and Centronics (with optional Centronics board) versions of the above printers.

If you have a non-Hewlett-Packard printer, contact your printer retailer for information on how to connect it to your Touchscreen Personal Computer.

* *Does not support bold or underline. Does support standard printing.*

** *Does not support bold or underline during standard operation. If running under 2601 emulation, does support bold and underline.*

Index

Special Characters

1-13, 2-8/2-9 ▲
1-13, 2-8 ◀
1-13, 2-8/2-9 ▼
1-13, 2-8 ▶
1-13, 2-8, 2-9 ▽

A

5-14, 17-1 Align Block, MemoMaker map
Aligning
5-12 A block
16-5 A template
5-15, 17-1 Alignment OK, MemoMaker map
8-3, 11-7, 17-1 Auto Feed, MemoMaker map
8-3, 11-7 Automatic paper feed
1-2 Autostart

B

14-3 Back To MEMOMAKR, File Manager map
1-13, 2-8 Backspace
Block
5-12/5-15 Aligning
5-8/5-11 Copying and pasting
5-5/5-7 Cutting and pasting
5-2/5-5 Cutting out
5-3/5-4 Defining
7-1/7-4 Enhancing
7-4/7-8 Justifying and unjustifying
5-1 Size limitations
17-2 Block Keys, MemoMaker map
Block keys

5-12/5-15 Aligning a block
Chapter 6 Cutting or copying and pasting between documents
5-5/5-11 Cutting or copying and pasting within a document
5-2/5-5 Cutting out a block
Chapter 7 Enhancing and justifying a block
5-4, 17-3 `Block OK` , MemoMaker map
2-3 Block paragraphs
Block storage (See Buffer)
Boldface (See Enhancing a block)
14-2 Browsing a file using File Manager
Buffer
5-1/5-2 Definition of
2-12 For deleted or cleared lines

C

14-3 `Cancel` , File Manager map
5-14, 17-2 `Cancel Align` , MemoMaker map
10-3, 17-2 `Cancel Clear` , MemoMaker map
5-9, 17-2 `Cancel Copy` , MemoMaker map
5-3, 17-2 `Cancel Cut Out` , MemoMaker map
7-3, 17-3 `Cancel Enhance` , MemoMaker map
17-3 `Cancel Exit` , MemoMaker map
4-3, 17-3 `Cancel Get` , MemoMaker map
8-3, 17-3 `Cancel Print` , MemoMaker map
17-3 `Cancel Save` , MemoMaker map
1-9/1-10 Caps
2-6, 17-3 `Center Line` , MemoMaker map
2-6, 2-7 Centering lines
Changing
11-7/11-10 Default drive and directory
11-10/11-11 Enhancement setting
11-2/11-11 Formats
11-11/11-12 Justification setting
11-2/11-4 Margins
11-6/11-7 Printing instructions
11-5/11-6 Tab stops
Characters
2-11 Deleting
2-10 Inserting

16-4 Checking a template
Choose Dir File Manager map
1-11, 3-11, 10-1 Clear display
1-11, 2-12 Clear line
11-5, 17-3 Clear Tab , MemoMaker map
10-2, 17-4 Clear Workspce , MemoMaker map
9-4 When copying a document
6-3 When making a new document for part of an old document
3-10 When naming and saving a document
Clearing
2-12/2-11 A line
11-5 A tab stop
10-1/10-4 Clearing the workspace
9-4 When copying a document
6-3 When making a new document from part of an old document
3-10 When naming and saving a document
6-4 Combining documents
5-8, 17-4 Copy Block , MemoMaker map
9-1/9-6 Copying a document
9-2/9-4 By resaving
9-2/9-4 Onto a different disc
9-5/9-4 Onto the same disc
9-1 Part of a document
9-1 Using copy and paste
9-4/9-6 Using File Manager
Copying and pasting a block
6-1/6-4 Between documents
6-2/6-3 Between documents on different discs
6-1/6-2 Between documents on the same disc
6-4 To combine documents
6-3/6-4 To make a new document from part of an old document
5-6/5-8 Within a document
6-3, 9-1 Copying part of a document
Creating
3-4/3-7 A directory
2-3/2-9 A document
6-3/6-4 A new document from part of an old document
11-12/11-15 A new format
11-15 A new STARTUP.FMT
16-1 A template
Cursor

1-14 Definition of
1-12/1-13, 2-8 Moving the cursor
1-12/1-13 Cursor movement keys
Cursor position
1-4 Line and column in a document
1-5 Line and column on the screen
5-2, 17-4 `Cut Out Block` , MemoMaker map
Cutting and pasting a block
6-1/6-4 Between documents
6-2/6-3 Between documents on different disc
6-1/6-2 Between documents on the same disc
6-4 To combine documents
6-3/6-4 To make a new document from part of an old document
5-5/5-7 Within a document
5-2/5-5 Cutting out a block

D

Appendix A Default drive and directory
3-3/3-4 As part of a file name
11-7/11-10 Changing
1-4 Screen identification of
Defining a block
5-2/5-5 Marking part of the document
6-4 Marking the whole document
1-12, 2-11 Delete char
1-12, 2-11 Delete line
Deleting
2-11 A character
10-4/10-7 A document
2-11 A line
Directories (See also Default drive and directory)
3-4/3-7 Creating a directory
3-3/3-4 Directory names as part of a file name
4-5/4-6 Looking at files in another directory
1-15 Discs, warnings about removal of
1-4 Document length, on-screen notation
3-1/3-4 Document names
3-3/3-4 Drive and directory names as part of the name
3-2/3-3 Extensions as part of the name
3-11 Keeping track of

3-2 Legal characters
3-3 Names already taken
1-4 Screen identification of current document
Documents
9-1/9-8 Copying
10-4/10-7 Deleting
2-10/2-12 Editing
4-1/4-6 Getting
2-8/2-9 Moving through
3-8/3-11 Naming and saving
8-1/8-6 Printing
12-1/12-4 Renaming
2-3/2-7 Typing
13-5/13-6 Using MemoMaker with Wordstar
16-5 Writing using a template
8-2/8-3, 11-6/11-7, 17-4 `Double Space` , MemoMaker map
8-2/8-3, 11-6/11-6 Double spacing
Drives (See also Default drive and directory)
3-3/3-4 Drive names as part of a file name
4-5/4-6 Looking at files in another drive

E

2-10/2-12 Editing a document
6-1/6-7 Cutting or copying and pasting between documents
5-4/5-8 Cutting or copying and pasting within a document
2-11 Deleting a character
2-11/2-12 Deleting or clearing a line
2-10 Inserting a line
2-10 Inserting characters
1-11/1-12 Editing keys
7-2, 11-10/11-11, 17-5 `Enhance Block` , MemoMaker map
7-3, 17-5 `Enhance:Bold` , MemoMaker map
7-4, 17-5 `Enhance:None` , MemoMaker map
7-3, 17-5 `Enhance:Underln` , MemoMaker map
Enhancements
11-10/11-10 Changing the setting
1-14 Definition of
7-1/7-4 Enhancing a block
Appendix B Error messages

Appendix C	Escape sequences
14-4	`Exit FileFctn` , File Manager map
1-14, 17-5	`Exit MEMOMAKR` , MemoMaker map
	Extensions
3-2/3-3	As part of document names
11-13/11-14	As part of format names

F

14-5	`File Funct'ns` , File Manager map
3-8, 3-11, 17-5	`File Keys` , MemoMaker map
	File keys
10-1/10-3	Clearing the workspace
Chapter 4	Getting a document
11-16/11-18	Getting a format
Chapter 3	Saving a document
11-12/11-16	Saving a format
14-1, 17-5	`File Manager` , MemoMaker map
14-1/14-7	File Manager
11-8/11-10	Changing the default drive and directory
4-5	Choosing a directory
9-4/9-6	Copying a document
3-4/3-7	Creating a directory
10-4/10-7	Deleting a document
14-3/14-4	Function keys (labels??)
4-4/4-6	Getting a document
14-1	How to get to File Manager
Chapter 14	Map of MemoMaker File Manager functions
12-1/12-3	Renaming a document or format
14-2	What you can do in File Manager
	File names (See Document names; Format names)
2-4, 2-5, 11-2, 17-6	`Format Keys` , MemoMaker map
	Format keys
2-4, 11-2/11-3	Changing margins
11-5	Changing tab stops
2-5/2-6, 11-4	Releasing and restoring the margins
11-12/11-17	Format names (See also Document names)
	Formats
11-2/11-12	Changing
11-1/11-2	Changing vs. creating
11-12/11-18	Creating

1-14 Definition of
11-16/11-17 Getting
2-2 Instructions contained in
2-1/2-2 MemoMaker's standard (STARTUP.FMT)
11-12/11-15 Naming and saving
12-1/12-3 Renaming
1-7/1-8 Function keys, relationship to function labels
Function labels
1-6, 1-14 Definition of
14-3/14-4 File Manager function labels
17-1/17-20 Reference guide to MemoMaker function labels
1-7/1-8 Relationship to function keys
1-7 Using with your touch screen

G

11-16, 17-6 `Get Format` , MemoMaker map
11-16 To get a format
14-1 To get to File Manager
17-6 `Get Memo` , MemoMaker map
4-1, 4-4 To get a document
16-3 To get a template
14-1 To get to File manager
Chapter 4 Getting a document
4-4 From a disc not in the default directory
4-4 From a disc not in the default drive
4-4 From a disc not in your computer
4-1/4-3 From the default drive
4-4/4-6 When you don't know its name (using File Manager)
4-1/4-4 When you know its name
11-16/11-17 Getting a format
16-3 Getting a template

H

15-1/15-2, 17-6 `Help` , MemoMaker map
15-1/15-2 Help mode
2-8 HP Touch
5-12 Hyphenated words, what happens during aligning

I

2-3 Indented paragraphs
5-12 How to align
1-12, 2-15 Insert char
1-12, 2-10 Insert line
2-10 Insert mode
Inserting
2-10 A line
A block (See Pasting a block)
2-10 Characters
8-3, 11-6, 17-7 INT: , MemoMaker map

J

7-5, 11-11, 17-7 Justify , MemoMaker map
7-5/7-8, 11-11/11-12 Justifying or unjustifying a block

K

Keyboard, MemoMaker
1-12/1-13 Cursor movement keys
1-11/1-12 Editing keys
1-7 Function keys
1-9/1-10 Standard typewriter keys

L

1-14/1-15 Leaving MemoMaker
2-4, 11-3, 17-7 Left Margin , MemoMaker map
3-2/3-4, 11-12/11-14 Legal file names
16-1 Letter template (letter.tpl)
Lines
2-6/2-7 Centering
2-11/2-12 Clearing and deleting
2-10 Inserting
8-3, 11-7, 17-7 LST: , MemoMaker map

M

3-5 `Make Dir` , File Manager map
8-2, 8-3/8-4, 11-7 Manual paper feed
Map
Chapter 14 Of File Manager in MemoMaker
Chapter 17 Of MemoMaker
2-6, 11-4, 17-7 `Margin Release` , MemoMaker map
Margins
2-4/2-5, 11-3/11-4 Changing the margins
2-5/2-6, 11-4 Releasing and restoring margins
1-14 Memo, definition of
16-1 Memo template (memo.tpl)
13-1/13-8 MemoMaker and Wordstar
11-8, 14-5 `MEMOMAKR Dir` , File Manager map
iii, 17-7 `MEMOMAKR Main` , MemoMaker map
4-6, 14-5/14-6 `MEMOMAKR Memo` , File Manager map
Moving a block (See Cutting and pasting a block)
2-8/2-9 Moving through a document
2-9 Moving screen by screen
2-8 Moving the cursor
2-9 Moving to the beginning or end
2-8/2-9 Scrolling through

N

Chapter 3 Naming and saving a document
16-6 A document created with a template
3-8/3-10 A new document
3-10/3-11 A revised document
3-12/3-14 Using TEMPMEMO
11-12/11-16 Naming and saving a format
16-6 Naming and saving a template
1-14, 2-9 Next
13-5 "Non-documents," WordStar
17-8 `No, Discard` , MemoMaker map
10-3 When clearing the workspace
4-3 When getting a document
1-15 When exiting MemoMaker
3-13 When using TEMPMEMO

P

2-7, 8-6	.PA
8-5, 17-8	`Page Break` , MemoMaker map
	Page breaks
8-5, 8-8	Seeing where they naturally fall
8-2, 8-4	Setting when printing a document
2-7	Setting when typing a document
	Page lengths
2-7, 8-2, 8-4	Setting page breaks to shorten the standard
2-7	Standard page lengths defined
8-2, 8-3, 11-7	Paper feed setting
5-5, 17-8	`Paste Block` , MemoMaker map
	Pasting a block
6-4	Combining documents
5-8	Copying and pasting within a document
6-3/6-4	Creating a new document from part of an old document
5-5	Cutting and pasting within a document
6-1/6-4	Cutting or copying and pasting between documents
1-13, 2-9	Prev
16-1/16-6	Pre-printed forms, using with MemoMaker templates
8-1, 11-6, 17-9	`Print Keys` , MemoMaker map
Chapter 8	Print keys
8-5, 17-9	`Print Memo` , MemoMaker map
8-2, 8-3, 11-7	Printer selection
8-2/8-3, 11-6/11-7	Printer spacing
	Printers
8-1	Checking your printer
Appendix D	Printers supported by MemoMaker
8-1/8-6	Printing a document
8-5	A whole document
Appendix C	Escape sequences
8-5/8-6	Part of a document
8-6	Skipping pages
8-5	Starting part way into a document
8-5	Stopping before the end of a document
14-2/14-3	Using File Manager to print
8-2/8-3, 11-6, 17-9	`PRN:` , MemoMaker map
1-4	Prompt line, on-screen location

R

Ragged right margins (See Unjustifying a block)
Reform paragraph (See Aligning a block)
2-5/2-6, 11-4/11-5 Releasing or restoring margins
12-1/12-3 Renaming a document or format
1-4 Response line, on-screen location
11-9, 14-6 `Return Dir` , File Manager map
4-6, 14-6 `Return Memo` , File Manager map
14-7 `Return Nothing` , File Manager map
1-10, 2-11 [Return]
2-5, 11-3, 17-9 `Right Margin` , MemoMaker map
2-5, 11-3 Ruler line

S

11-14, 17-9 `Save Format` , MemoMaker map
17-9 `, Save Memo` , map
9-4 When copying by resaving
3-9 When naming and saving a new document
3-11 When naming and saving a revised document
16-2 When naming and saving a template
14-1 To get to File Manager
1-4/1-5 Screen layout
2-8/2-9 Scrolling through a document
2-9 Backwards
2-8/2-9 Forward
11-5, 17-9 `Set Tab` , MemoMaker map
11-5/11-6 Setting a tab stop
1-9/1-10 [Shift]
8-2/8-3, 11-6/11-7 Single spacing
8-6, 17-10 `Skip Page` , MemoMaker map
8-4, 8-6 Skipping pages during printing
1-7, 2-8, 2-11 [Space bar]
14-7 `Start Over` , File Manager map
1-1/1-2 Starting MemoMaker
1-1/1-2 If you have a dual flexible disc drive
1-1 If you have a fixed disc
1-2 Using Autostart
STARTUP.FMT
2-2 Instructions contained in

11-16 Making a new format into STARTUP.FMT
Subdirectories (See Directories)

T

Tab stops
11-5 Clearing
11-5/11-6 Setting
1-13, 2-8 Tab
5-10 Tables, aligning
16-1/16-6 Templates
16-4/16-5 Checking and aligning
16-3 Creating a template
16-4 Getting a template
16-6 Writing a document with a template
TEMPMEMO
3-9 As the current document name for a new document
3-12/3-14 To quickly or temporarily save a document
1-9/1-10 Typewriter keys
2-3/2-7 Typing a document
2-3 Block vs. indented paragraphs
2-6/2-7 Centering lines
2-4/2-5, 11-2/11-4 Changing the margins
2-5/2-6, 11-4 Releasing or restoring the marigns
2-7 Setting page breaks
2-4 Word wrap
2-3 Writeover mode

U

Underlining (See Enhancing a block)
7-5/7-8, 11-11/11-12 Unjustifying a block

W

Word wrap
- 2-4 General description
- 11-4 When margins are released

13-1/13-6 WordStar and MemoMaker
- 13-5/13-6 Using MemoMaker documents with Wordstar
- 13-2/13-4 Using WordStar documents with MemoMaker
- 13-5 Using Wordstar "non-documents" with MemoMaker
- 13-4 WordStar commands that can't be carried out in MemoMaker
- 13-1/13-2 Wordstar comparison with MemoMaker
- 13-1 Wordstar compatibility with Memomaker

2-3 Writeover mode

16-5 Writing a document with a template

Y

17-10 `Yes, Save` , MemoMaker map
- 10-3 When clearing the workspace
- 1-15 When exiting Memomaker
- 4-3 When getting a dcoument
- 3-13 When using TEMPMEMO

HELP US HELP YOU!

By taking a moment to fill out this card, you can help HP identify your needs as our customer. This will also guarantee that your name will be on our mailing list to receive any special notices about this particular software product.

MemoMaker (45420A)

Date Purchased or Received: _____
Month Day Year

Name: _____
First Initial Last

Street: _____

City _____

State: _____ Zip _____ Phone (_____) _____

1. In what industry do you work?

301 ☐ Banking, Finance, Investment
302 ☐ Manufacturing
303 ☐ Distribution, Wholesale, Retail Trade
304 ☐ Real Estate
305 ☐ Agriculture, Forestry, Livestock
306 ☐ Construction
307 ☐ Transportation, Communication, Utilities
308 ☐ Insurance
309 ☐ Health and Medical Services
310 ☐ Education
311 ☐ Business and Consulting Services
312 ☐ Public Administration/Government

2. Please check the box which best describes your occupational category.

101 ☐ Professional Staff
102 ☐ Middle Manager
103 ☐ Top Manager
104 ☐ Owner or Principal
105 ☐ Educator
106 ☐ Student
107 ☐ Retired
108 ☐ Other _____

3. Please check the box which best describes the principal function you perform.

201 ☐ Research and Development
202 ☐ Marketing
203 ☐ Finance or Accounting
204 ☐ Mgmt./Administration
205 ☐ Customer Service
206 ☐ Manufacturing
207 ☐ Sales
208 ☐ Personnel
209 ☐ Data Processing
210 ☐ Other _____

4. What other software products, if any, did you purchase?

Please tear out and mail in.

HEWLETT PACKARD

Printed in Singapore 8/84

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY CARD

FIRST CLASS PERMIT NO. 33 CORVALLIS, OR

POSTAGE WILL BE PAID BY ADDRESSEE

Hewlett-Packard Company
Attn: Inquiries Dept.
1000 N.E. Circle Blvd.
Corvallis, OR 97330

Fold here

Tape Please do not staple Tape

Reader Comment Card

Using MemoMaker (45420-90004)

We welcome your evaluation of this manual. Your comments and suggestions will help us improve our publications. Please use and attach additional pages if necessary.

Please circle the following Yes or No:

■ Is this manual well organized?	Yes	No
■ Is the information technically accurate?	Yes	No
■ Are instructions complete?	Yes	No
■ Are concepts and wording easy to understand?	Yes	No
■ Are examples and pictures helpful?	Yes	No
■ Are there enough examples and pictures?	Yes	No

Comments: _____

Name: _____

Title: _____

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

Please tear out and mail in.

HEWLETT PACKARD

Printed in Singapore 8/84

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 1626 SANTA CLARA, CA

POSTAGE WILL BE PAID BY ADDRESSEE

Hewlett-Packard Company
Personal Software Division
3410 Central Expressway
Santa Clara, CA 95051, U.S.A.

ATTN: Training Development Center

Fold here

Tape Please do not staple Tape

Reader Comment Card

Using MemoMaker (45420-90004)

We welcome your evaluation of this manual. Your comments and suggestions will help us improve our publications. Please use and attach additional pages if necessary.

Please circle the following Yes or No:

Is this manual well organized?	Yes	No
Is the information technically accurate?	Yes	No
Are instructions complete?	Yes	No
Are concepts and wording easy to understand?	Yes	No
Are examples and pictures helpful?	Yes	No
Are there enough examples and pictures?	Yes	No

Comments: _____

Name: _____

Title: _____

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

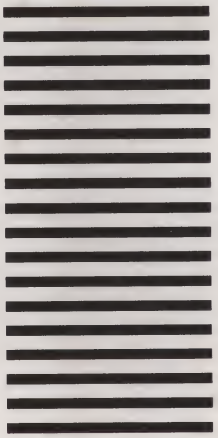
Please tear out and mail in.

HEWLETT PACKARD

Printed in Singapore 8/84



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 1626 SANTA CLARA, CA

POSTAGE WILL BE PAID BY ADDRESSEE

Hewlett-Packard Company
Personal Software Division
3410 Central Expressway
Santa Clara, CA 95051, U.S.A.

ATTN: Training Development Center

Fold here

Tape Please do not staple Tape



Printed in Singapore 7/84
45420-90004